CMS
State of Illinois Directory
Inquiry and Maintenance

Your guide to updating the State of Illinois Directory

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Revised April 2, 2001

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I. GENERAL INFORMATION

A. MONIES Overview

Management of Network Income, Expense, and Services (MONIES), is the software chosen by Central Management Services (CMS) for telecommunications billing, order management, inventory, and directory processing. MONIES is designed to provide its users with the tools and knowledge necessary for management of telecommunications and information resources. MONIES offer eleven integrated subsystems that share data files; CMS only uses six of the subsystems. The subsystems used are as follows:

- Order Management
- Inventory Management
- Billing Management

- Corporate Information Directory
- Network Analysis
- Problem Management

The MONIES Database is divided into four distinct sections called 'companies'. Each of these companies represents a different type of service and/or different locations in the state.

Company 1 contains information on voice services outside of Springfield, all pagers, cellular, and credit cards statewide.
Company 2 contains the "State of Illinois Telephone Directory" information.
Company 3 contains information on all data circuits and equipment statewide.
Company 6 contains information on all Springfield voice services.

MONIES Company 2, the on-line directory system is available to all State of Illinois agencies, boards, and commissions. This system is broken into two types of records: individual records (alphabetical listings of employees); and departmental listings of State of Illinois agencies, boards, and commissions. There are two access methods for the directory system. The first access method allows users to inquire the entire Directory Database and requires terminal generation only (RACF and MONIES access are not required). The second access method allows users to inquire and update information pertaining to their respective agency. Security clearance for both mainframe RACF and MONIES are required for update in the directory database.

B. Directory Policy and Timing
   1. Statewide Directory

The *State of Illinois Telephone Directory* consists of telephone listings for the State of Illinois agencies, universities, boards, and commissions as well as individual employee listings for state employees. It will ultimately be the responsibility of the agency to ensure that the data for their particular agency is accurate. CMS will not be responsible for errors in the published directory. CMS will produce reports to assist agencies in maintaining the data. Agencies will be given advance notice prior to the cut-off date for printing the State of Illinois Telephone Directory. At this time the State of Illinois Telephone Directory is published approximately every two years; when this changes agencies will be notified.

The agency Telecommunication Coordinator will receive the information and reports for updating the listings for their entire agency. The coordinator will be responsible for compiling the agency listing statewide and for submitting the number of directories requested and the location of the agency directory delivery point. Additional directories are available; please call 217-524-0560 for ordering information.

II. ACCESS TO THE DIRECTORY

A. On-Line Access

     1. Requirements

On-line capability requires several hardware and software requirements. The two types of access are:
- Universal Inquiry
- Secured Agency Update Authority

Access requirements depend of the type of access desired --

For both access methods --

- The agency must have a terminal/PC that can access the CMS Central Computer Facility.

- The terminal/PC (or pool of VIDs for a LAN) must be defined / generated to the CICS MONIES region on the "H" system.

Additional requirements for update access --

- Contact your agency data processing technical support team for a mainframe RACF ID.

- Your RACF ID must be added to the MONIES tables by CMSs Application System Development's technical support staff (217/785-6847).

- A MONIES security Request Form must be completed and submitted to the CMS MONIES System Administrator. The form can be found on the Telecom Web Site (http://www.state.il.us.telecom).

     2. Keyboard

The standard 3270-keyboard layout on a 101 keyboard is shown below, but most emulator programs allow key function changes as desired.
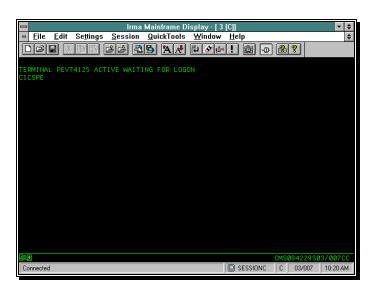

"3270 Standard Keyboard Layout"

B. Universal Directory Access (Inquiry Only)

NOTE: This access allows users to search and view information on individuals throughout the entire statewide directory database. With some terminals (most are now on a LAN that uses terminal emulation software and draws from a 'pool' of terminal IDs) it may be necessary to run an emulation program or depress a function key to access the Data Center. Consult the Office Automation (or LAN) Help Desk in your agency with problems.

To access the directory for "Inquiry Purposes Only" perform the following:

- After starting the emulator program or pressing the function key the screen should show "Terminal Active Waiting for Logon"

- Key in CICSPE - Press Enter

- Clear the screen using the Clear key (*Pause* key on most PCs) -- this eliminates the CICS logo

```
NMDS,PHONE
```

- Key in '*NMDS,PHONE*' - Press Enter to go directly to . . .

```
NMDMD05              STATE OF ILLINOIS-COMPANY P002          07/29/00
11:37
NMOEDS07 V4.2.0/P00    CORPORATE INFORMATION DIRECTORY
==>_____
                     DIRECTORY SELECTION MENU              INQUIRE

                       SEARCH SELECTIONS:

              1   NAME                10   RESP
              2   PHONETIC            11   OTHER
              3   FIRST NAME          12   NET AUTH
              4   AU CODE             13   CABLE
              5   LOCATION CODE       14   TELEX
              6   MAIL CODE           15   ANSWBK
              7   PHONE NUMBER        16   VEHICLE 1
              8   TITLE               17   VEHICLE 2
              9   TITLE CODE


                  NUM   DATA  (UP TO THREE SELECTIONS)
                    1 JONES_____
                   __ _____
                   __ _____


F1=HELP         F3=TERMINATE INQUIRY          F12=TERMINATE INQUIRY
```

- The Directory Selection Menu appears for the State of Illinois Company P002
- To inquire by Name, key in a "1" then key in the person's last name - Press Enter

```
NMDMD06              STATE OF ILLINOIS-COMPANY P002          07/29/00
11:44
NMOEDS07 V4.2.0/P00    CORPORATE INFORMATION DIRECTORY
==>_____
INQUIRE                    SEARCH BY  JONES                       PAGE
1

SEL   NAME                          AU        PHONE NO     MAIL CODE
_ JONES, Adrienne               1022005N02 312-814-4884
              USIL5WACS006N600
_ JONES, Adrienne               1022015B01 217-782-1972
              USILSPFSB001D3
_ JONES, Alberta M.             4923099999 708-857-2300
              USILEVPRV001000
X JONES, Alex                   4883022B01 217-782-9432
        Pub Serv Admin     USILSPFRW003000
_ JONES, Alex J.                4165531999 217-524-4406
              USILSPF1J002000
_ JONES, Alice                  4020105B01 217-785-1567
              USILSPFSL003000
_ JONES, Annie L.               4927217N01 312-814-4225
              USILCG101007400
_ JONES, Annie R.               4276000A01 312-793-9020
              USIL5WAES006000
SEL = X FOR DETAIL

F1=HELP        F7=BACKWARD  F8=FORWARD
```

- Place an "X" next to the entry - Press Enter

```
NMDMD08              STATE OF ILLINOIS-COMPANY P002            07/29/00
11:50
NMOEDS10 V4.2.0/P00   CORPORATE INFORMATION DIRECTORY
==>_____
                     INQUIRY INDIVIDUAL LISTING              Page 1

FUNCTION: I               EFFECTIVE: 05 15 89  LAST UPDT: MAM 02/20/96
1242

LAST NAME: JONES          SUFFIX:       EMP/SSAN#:          STAT:
FIRST: Alex          MIDDLE:                    NICKNAME:
TITLE CODE:                    TITLE: Pub Serv Admin
     RESP: Rehab Technology         OTHER:
ACCOUNTING UNIT: 4883022B01        AU DESC: REHAB-BLIND SERVICES
                                   LOCATED: 618 E WASHINGTON
ML3: 488        ML2: 48830    ML1: 4883022    003 .
LOC CODE: USILSPFRW003000                618 E WASHINGTON
MAIL CODE:         ELEC MAIL:             SPRINGFIELD     IL  62706
E-MAIL:
PH 1: N 217 782 9432      2:                   3:
  NET AUTH:               CABLE:              INTNL AC:
    TELEX:              ANSWBK:
 VEHICLE 1:           VEHICLE 2:       PRINT? Y/N MASTER: Y  LOCAL: N

MESSAGE:

F1=HELP          F3=CANCEL  F4=SEARCH MENU  F12=MASTER MENU
```
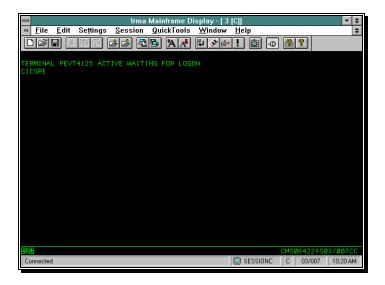
- View the record details

- To return to the Directory Selection Menu press F3 two times (F3 will always back up, one screen at a time)

- To logoff: Press F12

(F12, in this mode will terminate MONIES regardless of the current activity)

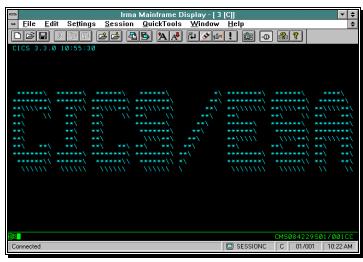## C. Secured Directory Access Inquiry and Maintenance

NOTE: Access through this method allows the user to update only those records they have authorization for.

To access the directory for "Update Purposes", perform the following:

- Screen should show "Terminal Active Waiting for Logon"

- Key in CICSPE - Press Enter

- Clear the screen using the Clear key (*Pause* key on most PCs) -- this eliminates the CICS logo

```
CESN
```

- Key in CESN - Press Enter

```
CICS Sign-on

Type your userid and password:

        Userid   ==> PERMS123
        Password ==> aaaaaaaa
        Language ==>

    New Password ==>

PF 3=End
DFHCE3520 Please type your userid.
```

- Key in the RACF ID and password information

```
NMXA




DFHCE3549 Sign-on is complete (Language E).
```

- Key in NMXA - Press Enter

```
NMDMX01              STONEHOUSE & COMPANY P002     07/31/00
13:49
NMOSX000 V4.2.0/P00        MONIES SYSTEM          ==>
_____

                          MASTER MENU

                       SELECTIONS:

                   1   ORDER MANAGEMENT
                   2   INVENTORY
                   3   BILLING ANALYSIS
                   4   CORPORATE INFO DIRECTORY
                   5   NETWORK ANALYSIS
                   6   MANAGEMENT REPORTING
                   7   PROBLEM MANAGEMENT
                   8   PROFILE
                   9   ELECTRONIC COMMUNICATIONS

                   4   ENTER YOUR SELECTION
                       AND YOUR SECURITY ID:  XXXXX


                  __   VOICE OR DATA (VO OR DA)


F1=HELP F2=SWAP
```

- Stonehouse & Company MONIES System Master Menu appears

- Key in "4" to access the Corporate Info Directory and Company 2 password
  Press Enter

```
NMDMD01           STATE OF ILLINOIS-COMPANY P002     07/31/00
13:53
NMOEDS01 V4.2.0/P00 CORPORATE INFORMATION DIRECTORY   ==>
_____
                          MASTER MENU         Page 1

                       SELECTIONS

                   1   INQUIRY
                   2   MAINTENANCE
                   3   REPORTING
                   4   TEXT

                   2   ENTER YOUR SELECTION

ENTER=PROCESS   F1=HELP  F2=SWAP          F12=MONIES MASTER MENU
```

- Key in "2" for Maintenance.

  Press Enter

```
NMDMD05              STATE OF ILLINOIS-COMPANY P002        07/31/00
14:00
NMOEDS07 V4.2.0/P00     CORPORATE INFORMATION DIRECTORY      ==>
_____
                      DIRECTORY SELECTION MENU
UPDATE

                      SEARCH SELECTIONS:

           1    NAME                 10    RESP
           2    PHONETIC             11    OTHER
           3    FIRST NAME           12    NET AUTH
           4    AU CODE              13    CABLE
           5    LOCATION CODE        14    TELEX
           6    MAIL CODE            15    ANSWBK
           7    PHONE NUMBER         16    VEHICLE 1
           8    TITLE                17    VEHICLE 2
           9    TITLE CODE


                 NUM    DATA  (UP TO THREE SELECTIONS)
                 01 ANTHONY
                 __ _____
                 __ _____


F1=HELP  F2=SWAP  F3=CID MENU                   F12=MONIES MASTER
MENU
```

- To search by Name, key in "01" and the person's last name

  Press Enter

```
NMDMD06              STATE OF ILLINOIS-COMPANY P002        07/31/00
14:04
NMOEDS07 V4.2.0/P00     CORPORATE INFORMATION DIRECTORY      ==>
_____
UPDATE                   SEARCH BY  ANTHONY                    PAGE
1

SEL   NAME                           AU       PHONE NO     MAIL CODE
_  ANTHONY, Eileen R.            4277502999 708-338-6900
                                 USILMAYES001000
_  ANTHONY, Hank                 5463100A02 312-793-8550
                                 USIL5WACJ0101016
C  ANTHONY, Kenneth              4277507999 312-626-0180
                                 USIL101ES001000
_  ANTHONY, Mary Ann             5862000B01 217-782-3370
          Adult Ed & Literacy  USILSPFBE004418C
_  ANTHONY, Yvette               4750101N02 312-814-4496
                                 USILCG101009300


SEL I=INQUIRY C=CHANGE D=DELETE R=REINSTATE
*** END OF SEARCH ***                         --ADD FUNCTIONS--
```

- Place a "C" next to the entry that needs changed

  Press Enter

```
NMDMD08              STATE OF ILLINOIS-COMPANY P002        07/31/00
14:08
NMOEDS10 V4.2.0/P00     CORPORATE INFORMATION DIRECTORY      ==>
_____
                      UPDATE INDIVIDUAL LISTING

 FUNCTION: C             EFFECTIVE: 04 23 94  LAST UPDT: JMD 07/26/94
1304

 LAST NAME: ANTHONY       SUFFIX:       EMP/SSAN#: 349405279  STAT:
 FIRST: Kenneth      MIDDLE:            NICKNAME:
 TITLE CODE:                 TITLE:
     RESP: ES Service Rep         OTHER:
 ACCOUNTING UNIT: 4277507999       AU DESC: DES-CARROLL ES OFFICE
                                   LOCATED: 4544 W CARROLL
 ML3: 427      ML2: 42775     ML1: 4277507    001 .
 LOC CODE: USIL101ES001000              4544 W CARROLL
 MAIL CODE:        ELEC MAIL:           CHICAGO          IL  60624
 E-MAIL:
 PH 1: N 312 626 0180      2: N               3: N
   NET AUTH:        CABLE:             INTNL AC:
     TELEX:              ANSWBK:
  VEHICLE 1:       VEHICLE 2:      PRINT? Y/N MASTER: Y  LOCAL: Y

 MESSAGE:
 F1=HELP  F2=SWAP  F3=CANCEL  F4=SEARCH MENU  F5=UPDATE  F12=MASTER MENU
```

- Make the necessary changes

  Press Enter

  System will prompt with "Press F5 to Update" when it is okay to proceed

- Press F5 to save the changes The system will then go back to the *Search Listing* screen

To return to the Directory Selection Menu Press F3 three times.

To logoff: Press F12 to return to Master Menu

Press F12 - to exit MONIES System and F12 again to logoff

Notes: F3 (Universal key) - will always back up one screen at a time.

F12 (Universal key) - will back up to the Master Menu and save NOTHING.

III. DIRECTORY INQUIRY

A. Entry to the Directory Selection Menu

1. Universal Inquiry Access Entry

Universal Access goes directly to the Directory Selection Menu.

```
NMDMD05                STATE OF ILLINOIS-COMPANY P002        07/11/00
11:19
NMOEDS07 V4.2.0/P00    CORPORATE INFORMATION DIRECTORY
==>_____
                       DIRECTORY SELECTION MENU               INQUIRE

                       SEARCH SELECTIONS:

            1   NAME                     10   RESP
            2   PHONETIC                 11   OTHER
            3   FIRST NAME               12   NET AUTH
            4   AU CODE                  13   CABLE
            5   LOCATION CODE            14   TELEX
            6   MAIL CODE                15   ANSWBK
            7   PHONE NUMBER             16   VEHICLE 1
            8   TITLE                    17   VEHICLE 2
            9   TITLE CODE


                  NUM    DATA  (UP TO THREE SELECTIONS)
                  __  _____
                  __  _____
                  __  _____


F1=HELP          F3=TERMINATE INQUIRY              F12=TERMINATE INQUIRY
```

2. Secured Inquiry/Update Access

Secured access begins at the MONIES Master Menu.

```
NMDMX01              STATE OF ILLINOIS-COMPANY P002          07/11/00
11:31
NMOSX000 V4.2.0/P00              MONIES SYSTEM               ==>
_____

                              MASTER MENU

                        SELECTIONS:

                    1    ORDER MANAGEMENT
                    2    INVENTORY
                    3    BILLING ANALYSIS
                    4    CORPORATE INFO DIRECTORY
                    5    NETWORK ANALYSIS
                    6    MANAGEMENT REPORTING
                    7    PROBLEM MANAGEMENT
                    8    PROFILE
                    9    ELECTRONIC COMMUNICATIONS


                    4    ENTER YOUR SELECTION

                         AND YOUR SECURITY ID:  XXXXX

                    __   VOICE OR DATA (VO OR DA)


F1=HELP F2=SWAP
```

- Enter "*4*" to select 'Corporate Info Directory'
- Enter the 'password' for Compnay 2 (these characters will not display)
- Press Enter

Corporate Information Directory "Master Menu"

```
NMDMD01              STATE OF ILLINOIS-COMPANY P002          07/11/00
15:41
NMOEDS01 V4.2.0/P00    CORPORATE INFORMATION DIRECTORY      ==>
_____
                              MASTER MENU

                        SELECTIONS

                    1    INQUIRY
                    2    MAINTENANCE
                    3    REPORTING
                    4    TEXT


                    1    ENTER YOUR SELECTION

ENTER=PROCESS    F1=HELP  F2=SWAP         F12=MONIES MASTER MENU
```

- Enter "*1*" to select *Inquire*
- Press Enter

Directory's Search Menu

```
NMDMD05              STATE OF ILLINOIS-COMPANY P002          07/11/00
15:35
NMOEDS07 V4.2.0/P00    CORPORATE INFORMATION DIRECTORY      ==>
_____
                    DIRECTORY SELECTION MENU              INQUIRE

                    SEARCH SELECTIONS:

            1    NAME                    10   RESP
            2    PHONETIC                11   OTHER
            3    FIRST NAME              12   NET AUTH
            4    AU CODE                 13   CABLE
            5    LOCATION CODE           14   TELEX
            6    MAIL CODE               15   ANSWBK
            7    PHONE NUMBER            16   VEHICLE 1
            8    TITLE                   17   VEHICLE 2
            9    TITLE CODE


                 NUM    DATA  (UP TO THREE SELECTIONS)
                 __ _____
                 __ _____
                 __ _____

F1=HELP  F2=SWAP  F3=CID MENU              F12=MONIES MASTER MENU
```

3. Directory Selection Menu Screen

```
NMDMD05                 STATE OF ILLINOIS-COMPANY P002          07/11/00
15:51
NMOEDS07 V4.2.0/P00    CORPORATE INFORMATION DIRECTORY         ==>
_____
                       DIRECTORY SELECTION MENU
INQUIRE


                          SEARCH SELECTIONS:


              1    NAME                    10    RESP
              2    PHONETIC                11    OTHER
              3    FIRST NAME              12    NET AUTH
              4    AU CODE                 13    CABLE
              5    LOCATION CODE           14    TELEX
              6    MAIL CODE               15    ANSWBK
              7    PHONE NUMBER            16    VEHICLE 1
              8    TITLE                   17    VEHICLE 2
              9    TITLE CODE


                  NUM   DATA  (UP TO THREE SELECTIONS)
```

- The *Inquiry* screen is identical to the *Maintenance* screen except that on it the word "*Update*" will appear in the upper right-hand corner while in the maintenance mode.
- There are 17 search parameters listed and two entry fields with rows for selecting up to three parameters to filter the directory database.
- The cursor will be positioned in the "NUM" column. Enter the number of the first parameter wanted in the search.
- In the "*DATA*" field, enter a free-form description (up to 20 characters) of partial or complete search criteria.
- **At least one parameter must be chosen from the list and each "*NUM*" selected must have a corresponding entry of at least one character in "*DATA*."**
- Up to three entries are allowed but only one is required.
- The message "No Match Found" appears if the data does not exist on the file.

B.   Search Parameters and Their Use

The procedures for using the listed parameters to locate desired records are the same for Inquiry and Maintenance.

   1.   Search Parameter Definitions

```
NMDMD05                 STATE OF ILLINOIS-COMPANY P002          07/11/00
15:51
NMOEDS07 V4.2.0/P00    CORPORATE INFORMATION DIRECTORY         ==>
_____
                       DIRECTORY SELECTION MENU                   INQUIRE

                        SEARCH SELECTIONS:

              1   NAME                10   RESP
              2   PHONETIC            11   OTHER
              3   FIRST NAME          12   NET AUTH
              4   AU CODE             13   CABLE
              5   LOCATION CODE       14   TELEX
              6   MAIL CODE           15   ANSWBK
              7   PHONE NUMBER        16   VEHICLE 1
              8   TITLE               17   VEHICLE 2
              9   TITLE CODE


                   NUM  DATA  (UP TO THREE SELECTIONS)
                    __  _____
                    __  _____
                    __  _____

F1=HELP  F2=SWAP  F3=CID MENU                F12=MONIES MASTER MENU
```

Up to 3 of the 17 listed directory fields as parameters or filters for performing a search may be used.

1. Name   The name of an individual or department for the search. Whenever possible, include this field to reduce processing time and improve system response. Permissible formats and their assumptions are:

1 - John Doe	First name followed by last name.
1 - Doe, John	When a name is followed by a coma, initial entry is last name followed by first name.
1 - Doe	If only one name is entered, it must be the last name or the name of a department. e.g., Central Management Services.

Nicknames (if entered in records) may be used in place of first names; e.g., "Robert Smith" may be located by typing "Bob Smith" or "Rob Smith." If a middle name is known, a first initial should not be used. If a middle name is normally used with a first initial (e.g., J. David Jones), enter the middle name without the first initial (David Jones). When a last name has been changed, the old and/or new name may be searched for a period of time.

2. Phonetic   If unsure of spelling of last name, use search to generate listing of names that sound like the name. For example, to locate "Mary Smith" records when unsure of last name spelling, use search to generate listing of all records that "sound like" Smith (e.g., Smith, Smythe, etc.). The first letter of last name must be an exact match. May be used to supplement 'Search by Name.' Always use in combination with a First Name, and/or AU, etc.

3. First Name   When known, enter first name to speed processing. Nicknames (if entered in records) may be used in place of first names; e.g., "Robert Smith" may be located by typing "Bob Smith" or "Rob Smith." If a middle name is known, a first initial should not be used. If a middle name is normally used with a first initial (e.g., J. David Jones), enter the middle name without the first initial (David Jones). If a person uses two initials instead of a first or middle name (e.g., J.R. Smith) search for the first initial only (J. Smith).

4. AU Code   Search by Account Unit Code. If more than one location is associated with an AU, use search in combination with either Name or Location Code. When searching by AU, the first record on the Search Listing may be a departmental record.

5. Location Code   Lists personnel by office site. Reduce the number of records produced by using Name and/or AU Code for search. Groups of people may be listed by entering partial codes (leading characters).

6. Mail Code   This field is used for departmental records only. **Do not use for alphabetic records**.

7. Phone Number	The telephone number to be searched.	

> Format = 2173789784 (Do not use spaces, dashes, or periods).
> Length = 10 positions (Area Code = 3, Prefix = 3, Line = 4)
> Reduce the number of records produced by using Name and/or AU Code for search. Groups of people may be listed by entering part of, or all of the AU code.

8. Title This field is not used.

9. Title Code This field is not used.

10. Resp This field is used to note the Division or Section of the individual. Example: Telecommunications, Executive Office, etc.

11. Other	This field is not used.	**15. Ansrbk**	This field is not used.
12. Net Auth	This field is not used.	**16. Vehicle 1**	This field is not used.
13. Cable	This field is not used.	**17. Vehicle 2**	This field is not used.
14. Telex	This field is not used.		

Note: Any field noted as 'not used' may be used by agencies for internal purposes.

2. Search Parameter Use

   a). General Parameter Entry

Executing the search selection produces the Search Listing (Inquiry or Maintenance) containing the records that satisfy the parameters entered. The system searches the CID Master File according to selected parameters and displays the listing. For example:

To search for an individual with the first name of "John" and the last name of "Doe" type:

   1   John Doe - Press Enter

The system responds to this search format by displaying a list of every "John Doe" in the CID Master File. The system will find and return all records that begin the same as the entry. The system also interprets the comma to mean that the last name comes first. To search for an individual with the last name "Doe" and a first name beginning with the letters "Jo" (like 'John') type:

   1   Doe, Jo - Press Enter

The system responds by displaying a list of every person in the CID Master File whose name matches this search format like 'Joanne Doe,' 'John Doe' and 'Joseph Doe.' Last names containing spaces, (e.g., VanDyke) may be entered in two ways:
   Van Dyke   or . . .
   Vandyke
If entered as two separate words (Van Dyke), only the first work (Van) is used in the search.

   b). Limiting the Search to Improve Performance

The MONIES system contains hundreds of thousands of records. In a search for the name 'Smith' or 'Jones' the system will find every occurrence of 'Smith' or 'Jones.' To save time and resources, the search parameters must have enough

specific information to limit the Search Listing return to the smallest number of records possible. The table below recommends some good parameter combinations that will help narrow the search.

Search Selection	Combine With	And/Or	And/Or
1 Name	4 AU Code	5 Location Code	
2 Phonetic	3 First Name	8 Title	4 AU Code
3 First Name	1 Name	8 Title	4 AU Code
4 AU Code	1 Name	5 Location Code	
5 Location Code	1 Name	4 AU Code	
7 Phone Number	1 Name	8 Title	4 AU Code

Enter all known information about a search to speed processing. For example, if searching for an individual with last name "Doe", first name "John", AU code "831", and title "Vice President", enter:

1	Doe, John	(new line)
4	831	(new line)
8	Vice President	Press Enter

The system responds to this search format by displaying a list of CID Master File records for every Vice President named John Doe in AU code 831.

c). Search Listing Screen

NOTE: The Search Listing may contain both departmental and alphabetical records.

The contents on the screen reflect the search combinations selected, the screen display varies according to each search. The following display screen shows a list generated by a 'Search by Name' for the name 'Thompson.'

```
NMDMD06                  STATE OF ILLINOIS-COMPANY P002        07/14/00
10:10
NMOEDS07 V4.2.0/P00   CORPORATE INFORMATION DIRECTORY        ==>
_____
INQUIRE                    SEARCH BY  THOMPSON                 PAGE  1

SEL    NAME                              AU        PHONE NO      MAIL
CODE
_ THOMPSON, Andrea               4261900R01 217-522-2666     EXT 6455
            Technical Support    USILSPFCN001000
_ THOMPSON, Anthony              4825808A01 312-793-7764
                                 USIL5WAEP003000
_ THOMPSON, Archie               4206051W01 618-993-7236
                                 USILMRN01001000
_ THOMPSON, Barbara A.           4277557999 815-434-3111
                                 USILOTTE2001000
_ THOMPSON, Brigitte J.          3501001B01 217-782-2488
                                 USILSPFCT001196
_ THOMPSON, Charity              5880107B01 618-662-4474
                                 USILFLOE1001000
_ THOMPSON, Charlotte            4624400G01 815-987-7108
                                 USILRKFG1001000
SEL = X FOR DETAIL
*** BEGINNING OF SEARCH ***
F1=HELP  F2=SWAP  F7=BACKWARD  F8=FORWARD
```

Results of looking for a 'Thompson' in CMS (AU Code '416'):

Notice 'End of Search,' at the bottom of the screen. Two records are all the system could find that satisfied both of the search parameters.

```
NMDMD06                    STATE OF ILLINOIS-COMPANY P002          07/14/00
10:17
NMOEDS07 V4.2.0/P00    CORPORATE INFORMATION DIRECTORY        ==>
_____
INQUIRE                SEARCH BY  THOMPSON  416                        PAGE
1

SEL   NAME                                 AU      PHONE NO      MAIL
CODE
_ THOMPSON, John                      4165542999 217-785-9203
                                  USILSPFIS001000
_ THOMPSON, Richard                   4161005999 217-342-8296
                                  USILEFFD1001000
SEL = X FOR DETAIL

*** END OF SEARCH ***
F1=HELP  F2=SWAP  F7=BACKWARD  F8=FORWARD
```

To	**Action**
Inquire individual or departmental records	Type an 'X' in the SEL field of the record to inquire - Press Enter
Page Forward (Backward)	Press F8 (F7). The message "End of Search" ("Beginning of Search") appears when the bottom (top) of the list is reached.

   d). Individual Listing Screen

To view one of the listings, place an 'X' beside the record. If the selected record is that of an individual, the Inquiry Individual Listing is displayed.

```
NMDMD06                    STATE OF ILLINOIS-COMPANY P002          07/14/00
10:17
NMOEDS07 V4.2.0/P00    CORPORATE INFORMATION DIRECTORY        ==>
_____
INQUIRE                SEARCH BY  THOMPSON   416                  PAGE  1

SEL   NAME                                 AU      PHONE NO      MAIL
CODE
X THOMPSON, John                      4165542999 217-785-9203
                                  USILSPFIS001000
_ THOMPSON, Richard                   4161005999 217-342-8296
                                  USILEFFD1001000
SEL = X FOR DETAIL

*** END OF SEARCH ***
F1=HELP  F2=SWAP  F7=BACKWARD  F8=FORWARD
```

Press 'Enter' to view the full record.

```
NMDMD08                    STATE OF ILLINOIS-COMPANY P002          07/14/00
10:37
NMOEDS10 V4.2.0/P00   CORPORATE INFORMATION DIRECTORY       ==>
_____
                      INQUIRY INDIVIDUAL LISTING

FUNCTION: I                    EFFECTIVE: 04 24 91  LAST UPDT: CKP 01/11/94
0932

LAST NAME: THOMPSON           SUFFIX:      EMP/SSAN#:          STAT:
FIRST: John          MIDDLE:                  NICKNAME:
TITLE CODE:                     TITLE:
      RESP: BCCS-ISD-Software       OTHER:
ACCOUNTING UNIT: 4165542999        AU DESC: CMS-BICS-ISD-SOFTWARE
SERVICES
                               LOCATED: 201 W ADAMS
ML3: 416      ML2: 41655     ML1: 4165542    001 .
LOC CODE: USILSPFIS001000                    201 W ADAMS
MAIL CODE:       ELEC MAIL:                  SPRINGFIELD      IL  62704
E-MAIL:
PH 1: N 217 785 9203      2:                    3:
 NET AUTH:              CABLE:                INTNL AC:
    TELEX:                  ANSWBK:
 VEHICLE 1:           VEHICLE 2:       PRINT? Y/N MASTER: Y  LOCAL: Y

MESSAGE:

F1=HELP  F2=SWAP  F3=CANCEL  F4=SEARCH MENU  F12=MASTER MENU
```

I
V

. MONIES DIRECTORY MAINTENANCE DATA ENTRY PROCEDURES

A. Record Type

1. Individual Records

Individual records are the records that produce the alphabetical listing of state employees in the directory. All users will have access to these records statewide through the *Universal Inquiry* access method. Agency Telecom Coordinators and their appointees are given update access to their agency records, they are then responsible for the maintenance of their agency's records.

2. Departmental Records

These records produce the departmental listings in the State of Illinois Telephone Directory. The update access is available to Agency Telecom Coordinators and their appointees who have been trained in their use and maintenance.

B. Things to Remember

•   When entering information into the Middle Initial field, DO NOT use any punctuation.

•   If a record is being deleted, always change the field "Print?" to N and N.

•   The following fields MUST be keyed in upper/lower case:

> First Name
> Middle
> Responsibility
> E-Mail

•   When keying in a location code, always make sure the correct address information appears on the right side of the screen following "LOCATED." If a message "Location Not Found" appears, recheck the location code and reenter correctly, or contact CMS Telecom; the location code may need to be added to the Directory Location Code File.

- When keying in an Accounting Unit, always make sure that the description appears on the right side of the screen. If no description appears make sure the right AU was keyed in, if no description still appears, CMS may need to add it to the Directory AU file.

- Each user agency must internally establish some procedure to ensure that the coordinator is notified when changes occur. This will allow the coordinator to maintain the database more accurately and in a timely manner.

- When adding new individuals, always inquire the database first to avoid duplicate records being entered.

- F3 (Universal key) - will always back up one screen at a time.

- F12 (Universal key) - will back up to the Master Menu and save nothing.

C. Location Codes

A Location Code is a 17-character field in MONIES that is kept in a master table. This 17-digit code ties to a physical address. The Location Code is made up of six sub-fields known as levels. Each level identifies a part of the mailing or street address. Location Codes are unique to a particular address, the system draws the description of that address from this table. All users must understand the structure of Location Codes well enough to verify their accuracy. The following will explain the levels, and the description fields that are used to build the mailing or street address.

1. Location Code Level fields

The following diagram will explain the 'top-down' relationships of the six levels:

```
US IL SPF 1J 001 000__          is the Location Code for CMS's Communications
                                    Building, 120 W. Jefferson St., 1st floor
                                    (spaces break out the six levels and the final
                                    two empty spaces show that only three of five
                                    possible characters were used).

US xx xxx xx xxx xxxxx           'Country' -- REQUIRED, a two-character code
                                    identifying the country (US = United States).

xx IL xxx xx xxx xxxxx           'State' -- REQUIRED, a two-character code
                                    identifying the state (IL = Illinois).

xx xx SPF xx xxx xxxxx           'City' -- a three-character code identifying the
                                    city (SPF = Springfield, Chicago is broken
                                    down into many city codes).

xx xx xxx 1J xxx xxxxx           'Site' -- a one or two-character code identifying
                                    building location / address (1J = 120 West
                                    Jefferson St.)

xx xx xxx xx 001 xxxxx           'Floor' -- a one to three-character code identifying
                                    building floor # (001 = first floor).

xx xx xxx xx xxx 000--           'Dist.Pt.' -- a one to five-character code
                                    identifying specific (room #, suite #, etc.)
                                    distribution point (000-- = a generic code
                                    without the last two characters that refers to
                                    all people and equipment on the floor).
```

```
NMDML02              STATE OF ILLINOIS-COMPANY P002        07/16/00
10:39
NMOSL002 V4.2.0/P00    LOCATION CODE MAINTENANCE              ==>
_____
                        FUNCTION: CHANGE

                     CODE        DESCRIPTION
        COUNTRY       US      UNITED STATES
          STATE       IL      ILLINOIS
           CITY      SPF      SPRINGFIELD
           SITE       1J      120 W JEFFERSON
          FLOOR      001
        DIST PT      000        .

          COMPANY:           .
          AU #:            _____
          ADDRESS:         120 W JEFFERSON
          MAIL ADDRESS:    _____
          CITY:            SPRINGFIELD
          ST/PROV ABBR.:   IL    POST. CD: 62702

          PREV. UPDATE BY: LINDA WHITTHORNE      04/17/92 14:20
                                NEXT KEY: US IL SPF 1J 002 000__
F1=HELP  F2=SWAP
F3=LOCATION MENU                             F12= MONIES MASTER
MENU
```

Location Code Structure

This screen is from the Profile Module and shows where Location Codes are built. The level fields are highlighted. The '*Country*' and '*State*' fields are self explanatory from a cursory review. The '*City*' field is a three-character code identifying the city. (SPF = Springfield and Chicago ares broken down into many zone codes).

2. Location Code <u>Description</u> fields

```
NMDML02              STATE OF ILLINOIS-COMPANY P002        07/16/00
10:39
NMOSL002 V4.2.0/P00     LOCATION CODE MAINTENANCE             ==>
_____
                     FUNCTION: CHANGE

                     CODE    DESCRIPTION
         COUNTRY      US    UNITED STATES
           STATE      IL    ILLINOIS
            CITY      SPF   SPRINGFIELD
            SITE      1J    120 W JEFFERSON
           FLOOR      001
         DIST PT      000      .

     COMPANY:              .
     AU #:            _____
     ADDRESS:         120 W JEFFERSON
     MAIL ADDRESS:    _____
     CITY:            SPRINGFIELD
     ST/PROV ABBR.:   IL    POST. CD: 62702

         PREV. UPDATE BY: LINDA WHITTHORNE      04/17/92 14:20
                               NEXT KEY: US IL SPF 1J 002 000__
F1=HELP  F2=SWAP
 F3=LOCATION MENU                         F12= MONIES MASTER
MENU
```

This screen repeats the previous screen but has the description fields highlighted instead of the level fields.

Identifying Code	Description
SITE	May be the

building name or address.

> Example: 300 E Monroe
> 500 S Second
> Capitol Airport

An abbreviation may depict the address of a building (may or may not have any correlation to the description).

> Example: AD - 300 E Monroe
> CK - 220 E Cook

An abbreviation may depict the name of the building.

> Example: AB - Archives Building
> SB - Stratton Office Building

A list of buildings to be printed has already been established by CMS.

The Site Level description field contains the address to be printed in the alphabetical listings.

FLOOR　　Three-digit Code for Floor (I.E., 007, Bmt). If floor is not known the Default Value is 000. This field will print in the alphabetical directory listings.

> Allowed Abbreviations:
> Con - Concourse
> Bmt. Basement
> or Actual Floor Number

DIST. PT.　　Five-digit code to identify a room number, suite number, etc. If room/suite number is not known the default code is 000.

Standard abbreviations/methods:

RM - Room   STE - Suite

COMPANY   Not used at this time.

AU#   Not used.

ADDRESS   Address associated with the location.

<u>Allowed abbreviations</u>:

- PO BOX
- RR # (Rural Route #)
- RD (Road)
- LN (Lane)
- BLVD (Boulevard)
- PKWY (Parkway)
- HWY (Highway)
- PL (Place)
- DR (Drive)
- CT (Court)
- AVE (Avenue)
- PLZ (Plaza)
- CIR (Circle)
- CTR (Center)
- RR #3, PO BOX 100
- Numbered Streets 10 and under may be spelled out, 11 and above may be numeric (i.e., Second, Tenth, 11th, 21st)

MAIL ADDRESS   Not used.

CITY   City - this field prints in the alphabetical directory listings.

STATE   State - this field prints in the alphabetical directory listings.

ZIP   Zip Code - this field prints in the alphabetical directory listings.

D. Directory Maintenance Search Listing Menu

This section describes the procedures for getting to the location of specific directory records selected for updating or adding / deleting. Maintenance begins at the MONIES Master Menu.

```
NMDMX01               STATE OF ILLINOIS-COMPANY P002          07/11/00
11:31
NMOSX000 V4.2.0/P00           MONIES SYSTEM                    ==>
_____

                          MASTER MENU

                    SELECTIONS:

                 1   ORDER MANAGEMENT
                 2   INVENTORY
                 3   BILLING ANALYSIS
                 4   CORPORATE INFO DIRECTORY
                 5   NETWORK ANALYSIS
                 6   MANAGEMENT REPORTING
                 7   PROBLEM MANAGEMENT
                 8   PROFILE
                 9   ELECTRONIC COMMUNICATIONS


                 4    ENTER YOUR SELECTION

                      AND YOUR SECURITY ID:   aaaaa

                 __   VOICE OR DATA (VO OR DA)

 F1=HELP F2=SWAP
```

- Enter "*4*" to 'select' Directory
- Enter your 'password'
- Press 'Enter'

```
NMDMD01               STATE OF ILLINOIS-COMPANY P002          07/11/00
15:41
NMOEDS01 V4.2.0/P00   CORPORATE INFORMATION DIRECTORY         ==>
_____

                          MASTER MENU

                    SELECTIONS

                 1   INQUIRY
                 2   MAINTENANCE
                 3   REPORTING
                 4   TEXT


                 2   ENTER YOUR SELECTION

ENTER=PROCESS   F1=HELP  F2=SWAP          F12=MONIES MASTER MENU
```

'*Master Menu*'

- Enter "*2*" to select Maintenance
- Press 'Ente*r*'

The Directory Selection Menu is displayed.

```
NMDMD05               STATE OF ILLINOIS-COMPANY P002          07/14/00
10:53
NMOEDS07 V4.2.0/P00   CORPORATE INFORMATION DIRECTORY         ==>
_____

                     DIRECTORY SELECTION MENU            UPDATE

                    SEARCH SELECTIONS:

             1   NAME               10  RESP
             2   PHONETIC           11  OTHER
             3   FIRST NAME         12  NET AUTH
             4   AU CODE            13  CABLE
             5   LOCATION CODE      14  TELEX
             6   MAIL CODE          15  ANSWBK
             7   PHONE NUMBER       16  VEHICLE 1
             8   TITLE              17  VEHICLE 2
             9   TITLE CODE


                 NUM   DATA  (UP TO THREE SELECTIONS)
                 __  _____
                 __  _____
                 __  _____


F1=HELP  F2=SWAP  F3=CID MENU               F12=MONIES MASTER MENU
```

The procedures for using the listed parameters to locate desired records are the same as those in Inquiry.

Review and correct as necessary.

```
NMDMD05              STATE OF ILLINOIS-COMPANY P002        07/16/00
14:48
NMOEDS07 V4.2.0/P00   CORPORATE INFORMATION DIRECTORY        ==>
_____
                    DIRECTORY SELECTION MENU                UPDATE

                    SEARCH SELECTIONS:

            1   NAME                10  RESP
            2   PHONETIC            11  OTHER
            3   FIRST NAME          12  NET AUTH
            4   AU CODE             13  CABLE
            5   LOCATION CODE       14  TELEX
            6   MAIL CODE           15  ANSWBK
            7   PHONE NUMBER        16  VEHICLE 1
            8   TITLE               17  VEHICLE 2
            9   TITLE CODE


                NUM   DATA  (UP TO THREE SELECTIONS)
                _1    JONES_____

                _4    416_____

                __    _____

F1=HELP  F2=SWAP  F3=CID MENU              F12=MONIES MASTER MENU
```

- - "1" in the *NUM* column to select *NAME* as the primary search parameter -- this will cause the names to be sorted in alphabetical order.

- "Jones" in the *DATA* field as the beginning criteria will select every record where the last name that begins "JONESXXXX".

- "4" in the *NUM* field to add the additional restriction of selecting records with a particular AU.

- Press "*Enter*" to bring up the

Maintenance Search Listing Screen.

NOTE: Each search category must have a corresponding entry under "DATA."

The system compares the selection criteria with Master File records. If an exact match of the requested data is not found, the selection listing screen displays "NO MATCH FOUND."

The maintenance selections and add function codes are listed at the bottom of the screen.

```
NMDMD06              STATE OF ILLINOIS-COMPANY P002        07/16/00
14:56
NMOEDS07 V4.2.0/P00   CORPORATE INFORMATION DIRECTORY        ==>
_____
UPDATE          SEARCH BY  JONES          416            PAGE  1

SEL   NAME                          AU       PHONE NO      MAIL
CODE
_ JONES, Alex J.                 4165531999 217-524-4244
                                 USILSPF1J001000
_ JONES, Julia                   4163050999 217-782-7722
                                 USILSPFSB005519
_ JONES, Linda                   4163070999 217-785-9086
                                 USILSPFSB005503
_ JONES, Marilyn                 4163015999 217-524-8701
                                 USILSPFSB005501   REC REINSTATED ON
07/07/94
_ JONES-MYERS, Jacqueline        4160110999 217-782-5052
                                 USILSPFSB007704



SEL I=INQUIRY C=CHANGE D=DELETE R=REINSTATE

*** END OF SEARCH ***                    --ADD FUNCTIONS--

F1=HELP  F2=SWAP  F7=BACKWARD  F8=FORWARD     F4=INDIV  F9=ORG
```

E. Maintenance Functions

1. Add

```
NMDMD06              STATE OF ILLINOIS-COMPANY P002        07/16/00
14:56
NMOEDS07 V4.2.0/P00   CORPORATE INFORMATION DIRECTORY          ==>
_____

UPDATE           SEARCH BY  JONES          416            PAGE  1

SEL   NAME                          AU        PHONE NO       MAIL
CODE
_  JONES, Alex J.                   4165531999 217-524-4244
                                 USILSPF1J001000
_  JONES, Julia                     4163050999 217-782-7722
                                 USILSPFSB005519
_  JONES, Linda                     4163070999 217-785-9086
                                 USILSPFSB005503
_  JONES, Marilyn                   4163015999 217-524-8701
                                 USILSPFSB005501   REC REINSTATED ON
07/07/94
_  JONES-MYERS, Jacqueline          4160110999 217-782-5052
                                 USILSPFSB007704




SEL I=INQUIRY C=CHANGE D=DELETE R=REINSTATE

*** END OF SEARCH ***                          --ADD FUNCTIONS--

F1=HELP  F2=SWAP  F7=BACKWARD  F8=FORWARD      F4=INDIV  F9=ORG
```

To add a directory record, search by *NAME* (parameter 1 on the Search Selection Menu) to ensure the entry will not be a duplicate.

To add the listing
 Press '**F4**' . . .

```
NMDMD08              STATE OF ILLINOIS-COMPANY P002        07/18/00
10:06
NMOEDS10 V4.2.0/P00   CORPORATE INFORMATION DIRECTORY          ==>
_____
                      UPDATE INDIVIDUAL LISTING

FUNCTION: A              EFFECTIVE: 07 18 97  LAST UPDT:

LAST NAME:            SUFFIX:        EMP/SSAN#:         STAT:
FIRST:               MIDDLE:             NICKNAME:
TITLE CODE:             TITLE:
     RESP:               OTHER:
ACCOUNTING UNIT:           AU DESC:
                           LOCATED:
ML3:        ML2:         ML1:
LOC CODE:
MAIL CODE:        ELEC MAIL:

PH 1: N            2: N               3: N
  NET AUTH:        CABLE:          INTNL AC:
    TELEX:            ANSWBK:
 VEHICLE 1:        VEHICLE 2:       PRINT? Y/N MASTER:   LOCAL:

MESSAGE:

F1=HELP  F2=SWAP  F3=CANCEL  F4=SEARCH MENU  F12=MASTER MENU
```

This is the 'add individual listing' screen. It is enlarged on the next page with number references for the field explanations.

```
NMDMD08                 STATE OF ILLINOIS-COMPANY P002          07/16/00  16:54
NMOEDS10 V4.2.0/P00    CORPORATE INFORMATION DIRECTORY              ==> _____
                          UPDATE INDIVIDUAL LISTING

FUNCTION: A  1                 EFFECTIVE:  2     LAST UPDT:  3
LAST NAME:  4                 SUFFIX:  5    EMP/SSAN#:  6          STAT:  7
FIRST:  8             MIDDLE:  9            NICKNAME:  10
TITLE CODE:  11                    TITLE:  12
     RESP:  13                     OTHER:  14
ACCOUNTING UNIT:  15            AU DESC:  16
                                LOCATED:  17

ML3:  18      ML2:  18       ML1:  18
LOC CODE:  19
MAIL CODE:  20        ELEC MAIL:  21
E-MAIL:  22
PH 1: N 23            2: N  24            3: N  25
  NET AUTH:  26         CABLE:  27          INTNL AC:  28
     TELEX:  29              ANSWBK:  30
VEHICLE 1:  31        VEHICLE 2:  32     PRINT? Y/N MASTER:  33 LOCAL:  34

MESSAGE:  35
F1=HELP  F2=SWAP  F3=CANCEL  F4=SEARCH MENU  F12=MASTER MENU
```

'Individual Record' Fields

NOTE: The following descriptions are intended to provide general guidelines and recommendations for using the different fields in the Individual Listing Screen. It is important to follow these descriptions exactly (this applies especially to capitalization and punctuation) in order to preserve the form and accuracy of the directory. All MANDATORY fields must be completed. It is recommended that optional information in the non-printing fields be entered wherever possible.

1. Function System Generated - It will appear as one of the following--

A -- ADD Invoked by pressing F4 -- do not try to add a record by entering an 'A' in the *SEL* field.

C -- CHANGE Update an existing record -- invoked by entering a *'C'* in the *SEL* field.

D -- DELETE an existing record -- invoked by entering a *'D'* in the *SEL* field. Confirms intentions with the message, *"Delete Y or N? ⌐,"* beside this symbol.

R -- REINSTATE a deleted record -- invoked by entering a *'R'* in the *SEL* field.

2. Eff Date Date the record became active / changed / deleted / reinstated. (System Generated - may be changed to anything forward of the date inserted by the system). Defaults to the current date.

3. Last Updt The initials of the person who last updated the record, and the date and time the record was last updated. (System Generated - cannot change it)

4. Last Name   **MANDATORY -** Person's last name. Prints first as the last name in all capitals. Data will be converted to all uppercase regardless of entry. Dashes without proceeding or trailing spaces should be used where two last names have been combined.

Length = up to 20 alphabetic characters.

5. Suffix   If applicable. The "lineage" of the individual. (Example: Jr., III, Sr., etc.). Prints in the directory. All characters are processed as keyed. If capital letters are preferred, they must be keyed as desired.

Length = three alphanumeric characters.

6. Emp/SSAN#   Optional. Social Security Number. For agency use only, does not print in the directory, and will only appear in change mode not inquiry mode.

Length = nine characters

7. Status   **DO NOT USE – DO NOT DELETE ANY RECORDS WITH EITHER AN "O" OR A "D" IN THIS FIELD.** For the State Telephone Operators use ONLY.

8. First   **MANDATORY** Person's first name (may be an initial - no punctuation). Prints after last name. Key data in upper/lower case - Example: Robert, Thomas, Susan, etc.

Length = up to 16 characters

9. Middle   Optional. Person's middle name (may be an initial - no punctuation). Prints after first name. Key data in upper/lower case.

Length = up to 16 characters

10. Nickname   Optional. Person's preferred name (e.g., Bill instead of William). This field does not print. Key data in upper/lower case.

Length = up to 16 characters

11. Title Code   Optional. This field does not print. (The agency-assigned code for employee title)

12. Title   Optional. This field does not print. (Employee's job title)

13. Resp   **MANDATORY** This field is used to note the division or section of the individual (e.g. Telecommunications, Executive Office, etc.). Prints below the individual's name. This field contains data that appeared in the last printed directory and appears in the Responsibility field. Key in upper/lower case.

Length = up to 20 characters.

14. Other   Optional. This field does not print, agencies may use this for miscellaneous information.

15. Accounting   **MANDATORY** Individual's accounting unit. Accounting Units contain information from the
   Unit CUSAS Accounting Codes.

Example: 416 - Three-digit CUSAS Code for an agency

55 - Division Code

Length = 10 characters

16. AU Desc.   Description of Accounting Unit. Agency name, system generated, if an AU code is entered and the system does not find a mach, it will prompt with "AU NOT ON FILE."

17. Located   Street Address. System Generated expansion of the MONIES Location Code.

18. ML3, -2, -1 Management Level, three levels of management that may be defined for each AU contained in the Master File. System Generated from the AU.

19. Loc Code **MANDATORY.** A unique code which identifies the location of an individual. The Location Code drives the address information in all modules of the system.
Length = Up to 17 alphanumeric characters

20. Mail Code <u>**THIS FIELD IS USED FOR DEPARTMENTAL RECORDS AND SPECIAL CONSIDERATIONS FOR INDIVIDUAL RECORDS. DO NOT USE WITHOUT CONSULTING THE CMS STAFF.**</u>

21. Elec Mail Not used.

22. E-Mail Optional, but recommend to be used. Person's Internet address. Keyed in upper/lower case, all special characters allowed except for the tildie (~).
Length = up to 60 characters

23. Phone 1 **MANDATORY.** Person's primary phone number. This is the phone number that will appear in the printed directory.
Length = 10 digits (area code = 3, prefix = 3, extension = 4).

24. Phone 2 Optional. For agency use, could be used for person's alternate work number. This phone number only appears when in the change mode, not in the inquiry mode.
Length = 10 digits (area code = 3, prefix = 3, extension = 4)

25. Phone 3 Optional. For agency use, could be used for person's mobile number, fax number, home phone number, etc. This phone number only appears on the screen when in the change mode -- not in the inquiry mode.
Length = 10 digits (area code = 3, prefix = 3, extension = 4)

NOTE: Phone numbers may not be duplicated. When used, Phone 1, 2, and 3 must be unique.

26. Net Auth Not used. Length = 10 alphanumeric characters

27. Cable Not used. Length = 15 alphanumeric characters.

28. Intnl Ac Optional. This is the primary telephone number for a person outside the U.S. The International access number that may be used by authorized individuals to place calls outside the USA.
Length = 14 alphanumeric characters.

29. Telex Not used. Length = 14 alphanumeric characters.

30. Answbk Not used. Length = 17 alphanumeric characters

31. Vehicle 1 Optional. The identifying number of vehicle(s) assigned to employees who have state car privileges; or of personal vehicles registered for access to secured facilities.
Length = up to eight characters

32. Vehicle 2 Optional. The identifying number of vehicle(s) assigned to employees who have state car privileges; or of personal vehicles registered for access to secured facilities.

Length = up to eight characters

33. Print? Y/N

    MASTER   **MANDATORY.** Indicates if the record is to be included in the published State of Illinois Telephone Directory and the Internet. Y=the record will be printed in the directory, posted on The Internte, and available for inquiry and maintnence. N=the records remains available for inquiry and maintenance but will not print in a directory or be posted on the Internet.

34. Print? Y/N   **MANDATORY.** Indicates if the e-mail address should be published in the directory and posted on the

    LOCAL   Internet. This is an all or nothing choice, the e-mail address can not be published in the directory without it posted on the Internet, and vise versa. Y= the e-mail address will be printed in the directory and posted on the Internet. N= the e-mail address available for inquiry and maintenance but will not be print in the directory or post to the Internet.

Note: Both Fields Print Master/Local should be reset to 'N' when deleting records so they will not inadvertently show up in the printed directory.

35. Message   Optional. For agency use for information or comments as desired. May be used to indicate that an individual is on a six month leave of absence, etc. The left-hand side of the message field is 30 characters long and may contain any text. However, when a record is deleted, this field is overlaid by a delete message and calendar date. The right field is 20 characters long and may contain any text. However, when a person's surname is changed, this field is overlaid by their previous surname.

When all required fields are complete, press ENTER. The following options are presented:

To	**Action**
Add the new record to the master	Press F5. The record is added to the file and the Updated Individual Listing Screen is redisplayed in add mode.
Return to the previous selection screen	Press F3. The add is canceled and the Search Listing Screen is displayed.
Redisplay the update individual listing screen (in case more information is needed)	Press F9. The cursor returns to the top of the screen and the message "Continue Input" is displayed.
Redisplay the original blank add record to start over	Press CLEAR. The fields just entered are erased and no record was updated.

    2. Change

NOTE: The 'F10' key acts as a toggle when in the Individual Record screen to alternate between the **Change** *and* **Delete** *modes.*

```
NMDMD05                  STATE OF ILLINOIS-COMPANY P002        07/21/00
15:26
NMOEDS07 V4.2.0/P00     CORPORATE INFORMATION DIRECTORY          ==>
_____
                         DIRECTORY SELECTION MENU
            UPDATE

                          SEARCH SELECTIONS:

                1   NAME                 10   RESP
                2   PHONETIC             11   OTHER
                3   FIRST NAME           12   NET AUTH
                4   AU CODE              13   CABLE
                5   LOCATION CODE        14   TELEX
                6   MAIL CODE            15   ANSWBK
                7   PHONE NUMBER         16   VEHICLE 1
                8   TITLE                17   VEHICLE 2
                9   TITLE CODE


                    NUM    DATA  (UP TO THREE SELECTIONS)
                    01 JONES
                    04 416
                    __ _____

F1=HELP  F2=SWAP  F3=CID MENU                 F12=MONIES MASTER MENU
```

To change a directory record, enter the search criteria the Search Selection Menu.

Press Enter

The Selected Listing Screen is displayed.

```
NMDMD06                  STATE OF ILLINOIS-COMPANY P002        07/16/00
14:56
NMOEDS07 V4.2.0/P00     CORPORATE INFORMATION DIRECTORY          ==>
_____
UPDATE           SEARCH BY  JONES          416            PAGE  1

SEL   NAME                          AU        PHONE NO      MAIL
CODE
_  JONES, Alex J.                 4165531999 217-524-4244
                                  USILSPF1J001000
_  JONES, Julia                   4163050999 217-782-7722
                                  USILSPFSB005519
_  JONES, Linda                   4163070999 217-785-9086
                                  USILSPFSB005503
_  JONES, Marilyn                 4163015999 217-524-8701
                                  USILSPFSB005501   REC REINSTATED ON
07/07/99
_  JONES-MYERS, Jacqueline        4160110999 217-782-5052
                                  USILSPFSB007704

SEL I=INQUIRY C=CHANGE D=DELETE R=REINSTATE

*** END OF SEARCH ***                          --ADD FUNCTIONS--

F1=HELP  F2=SWAP  F7=BACKWARD  F8=FORWARD      F4=INDIV  F9=ORG
```

NOTE: When searching by AU, the first record on the Search Listing may be a departmental record.

```
NMDMD06                  STATE OF ILLINOIS-COMPANY P002        07/21/00
15:10
NMOEDS07 V4.2.0/P00     CORPORATE INFORMATION DIRECTORY          ==>
_____
UPDATE           SEARCH BY  JONES          416            PAGE
1
SEL   NAME                          AU        PHONE NO      MAIL
CODE
_  JONES, Alex J.                 4165531999 217-524-4244
                                  USILSPF1J001000
C  JONES, Julia                   4163050999 217-782-7722
                                  USILSPFSB005519
C  JONES, Linda                   4163070999 217-785-9086
                                  USILSPFSB005503
_  JONES, Marilyn                 4163015999 217-524-8701
                                  USILSPFSB005501   REC REINSTATED ON
07/07/99
_  JONES-MYERS, Jacqueline        4160110999 217-782-5052
                                  USILSPFSB007704

SEL I=INQUIRY C=CHANGE D=DELETE R=REINSTATE
*** END OF SEARCH ***                            --ADD
FUNCTIONS--
F1=HELP  F2=SWAP  F7=BACKWARD  F8=FORWARD            F4=INDIV
F9=ORG
```

To change a record, type a 'C' to the left of that record.

Press Enter

More than one record on the screen may be selected. All selected records are queued (not displayed) and returned in sequence until complete.

```
NMDMD08              STATE OF ILLINOIS-COMPANY P002        07/21/00
15:17
NMOEDS10 V4.2.0/P00   CORPORATE INFORMATION DIRECTORY        ==>
_____
                      UPDATE INDIVIDUAL LISTING

FUNCTION: C              EFFECTIVE: 06 24 88  LAST UPDT: CKP 07/08/92
1405

LAST NAME: JONES          SUFFIX:      EMP/SSAN#:        STAT:
FIRST: Julia        MIDDLE:              NICKNAME:
TITLE CODE:               TITLE:
     RESP: Persnl-Admin         OTHER:
ACCOUNTING UNIT: 4163050999       AU DESC: CMS-BOP-ADMINISTRATION
                                  LOCATED: WM G STRATTON BUILDING
ML3: 416      ML2: 41630    ML1: 4163050    005 RM 519
LOC CODE: USILSPFSB005519                   401 S SPRING
MAIL CODE:        ELEC MAIL:              SPRINGFIELD      IL  62706
E-MAIL:

PH 1: N 217 782 7722      2: N                   3: N
  NET AUTH:            CABLE:              INTNL AC:
     TELEX:                   ANSWBK:
 VEHICLE 1:          VEHICLE 2:      PRINT? Y/N MASTER: Y  LOCAL: Y

MESSAGE:

F1=HELP  F2=SWAP  F3=CANCEL  F4=SEARCH MENU  F12=MASTER MENU
```

An "UPDATE INDIVIDUAL LISTING" screen is displayed in change mode. Fields that may be changed are those in green, the fields can be accessed by pressing the '*TAB*' key.

F3 will cancel this screen, pressing F5 will save the changes. Either action will bring up the next screen.

```
NMDMD08              STATE OF ILLINOIS-COMPANY P002        07/21/00
15:40
NMOEDS10 V4.2.0/P00   CORPORATE INFORMATION DIRECTORY        ==>
_____
                      UPDATE INDIVIDUAL LISTING

FUNCTION: C              EFFECTIVE: 03 07 95  LAST UPDT: WFW 03/07/95
1404

LAST NAME: JONES          SUFFIX:      EMP/SSAN#:        STAT:
FIRST: Linda        MIDDLE:              NICKNAME:
TITLE CODE:               TITLE:
     RESP: Persnl-Upward Mobil      OTHER:
ACCOUNTING UNIT: 4163070999       AU DESC: CMS-BOP-UPWARD MOBILITY
                                  LOCATED: WM G STRATTON BUILDING
ML3: 416      ML2: 41630    ML1: 4163070    005 RM 503
LOC CODE: USILSPFSB005503                   401 S SPRING
MAIL CODE:        ELEC MAIL:              SPRINGFIELD      IL  62706
E-MAIL:
PH 1: N 217 785 9086      2: N                   3: N
  NET AUTH:            CABLE:              INTNL AC:
     TELEX:                   ANSWBK:
 VEHICLE 1:          VEHICLE 2:      PRINT? Y/N MASTER: Y  LOCAL: Y

MESSAGE:

F1=HELP  F2=SWAP  F3=CANCEL  F4=SEARCH MENU  F12=MASTER MENU
```

- Make corrections to displayed record
  Press Enter

If more than one record was requested from the Selection Screen, the next listing chosen is displayed. If no additional records were requested, the Selection Screen is redisplayed.

Pressing F10 in the individual record will keep the same record and toggle it between the change mode and the delete mode.

```
NMDMD08               STATE OF ILLINOIS-COMPANY P002         07/21/00
16:01
NMOEDS11 V4.2.0/P00   CORPORATE INFORMATION DIRECTORY          ==>
_____
                      UPDATE INDIVIDUAL LISTING

FUNCTN: D DELETE? Y OR N ? EFFECTIVE: 03 07 95 LAST UPDT: WFW 03/07/95 1404

LAST NAME: JONES          SUFFIX: ___   EMP/SSAN#: _____  STAT:
FIRST: Linda          MIDDLE: _____   NICKNAME: _____
TITLE CODE: _____        TITLE: _____
     RESP: Persnl-Upward Mobil     OTHER: _____
ACCOUNTING UNIT: 4163070999        AU DESC: CMS-BOP-UPWARD MOBILITY
                                   LOCATED: WM G STRATTON BUILDING
ML3: 416      ML2: 41630     ML1: 4163070     005 RM 503
LOC CODE: USILSPFSB005503              401 S SPRING
MAIL CODE: _____  ELEC MAIL: _____   SPRINGFIELD      IL  62706
E-MAIL:
PH 1: N 217 785 9086      2: N ___ ___ ____       3: N ___ ___ ____
 NET AUTH: _____    CABLE: _____  INTNL AC: _____
   TELEX: _____  ANSWBK: _____
 VEHICLE 1: _____    VEHICLE 2: _____   PRINT? Y/N MASTER: Y  LOCAL: Y

MESSAGE: _____
_____

F1=HELP  F2=SWAP  F3=CANCEL  F4=SEARCH MENU  F12=MASTER MENU
```

The LAST UPDT field (at the top right of the screen) is protected. This field notes the date and time at which modifications were previously made to this record, and includes the initials of the individual who made the changes.

3. Delete

```
NMDMD05               STATE OF ILLINOIS-COMPANY P002         07/21/00
16:44
NMOEDS07 V4.2.0/P00   CORPORATE INFORMATION DIRECTORY          ==>
_____
                      DIRECTORY SELECTION MENU              UPDATE

                      SEARCH SELECTIONS:

              1   NAME              10   RESP
              2   PHONETIC          11   OTHER
              3   FIRST NAME        12   NET AUTH
              4   AU CODE           13   CABLE
              5   LOCATION CODE     14   TELEX
              6   MAIL CODE         15   ANSWBK
              7   PHONE NUMBER      16   VEHICLE 1
              8   TITLE             17   VEHICLE 2
              9   TITLE CODE

                  NUM   DATA  (UP TO THREE SELECTIONS)
                  01 JONES
                  04 416
                  __ _____

F1=HELP  F2=SWAP  F3=CID MENU              F12=MONIES MASTER MENU
```

- To delete a directory record, type the search criteria on the Search Selection Menu.
  Press Enter

The selected screen is displayed.

```
NMDMD06                    STATE OF ILLINOIS-COMPANY P002          07/16/00
14:56
NMOEDS07 V4.2.0/P00    CORPORATE INFORMATION DIRECTORY          ==>
_____

UPDATE               SEARCH BY  JONES         416                   PAGE  1

SEL  NAME                                   AU       PHONE NO       MAIL
CODE
_  JONES, Alex J.                        4165531999 217-524-4244
                                         USILSPF1J001000
D  JONES, Julia                          4163050999 217-782-7722
                                         USILSPFSB005519
_  JONES, Linda                          4163070999 217-785-9086
                                         USILSPFSB005503
D  JONES, Marilyn                        4163015999 217-524-8701
                                         USILSPFSB005501    REC REINSTATED ON
07/07/94
_  JONES-MYERS, Jacqueline               4160110999 217-782-5052
                                         USILSPFSB007704




SEL  I=INQUIRY C=CHANGE D=DELETE R=REINSTATE

*** END OF SEARCH ***                              --ADD FUNCTIONS--

F1=HELP  F2=SWAP  F7=BACKWARD  F8=FORWARD          F4=INDIV  F9=ORG
```

- On the applicable selection screen, type a 'D' in the field to the left of each individual record to delete.
  Press Enter

An "UPDATE INDIVIDUAL LISTING" screen is displayed in delete mode.

```
NMDMD08                    STATE OF ILLINOIS-COMPANY P002          07/21/00
16:48
NMOEDS10 V4.2.0/P00    CORPORATE INFORMATION DIRECTORY          ==>
_____
                       UPDATE INDIVIDUAL LISTING

FUNCTN: D DELETE? Y OR N _ EFFECTIVE: 06 24 88 LAST UPDT: CKP 07/08/92 1405

LAST NAME: JONES            SUFFIX:      EMP/SSAN#:         STAT:
FIRST: Julia        MIDDLE:              NICKNAME:
TITLE CODE:               TITLE:
     RESP: Persnl-Admin        OTHER:
ACCOUNTING UNIT: 4163050999      AU DESC: CMS-BOP-ADMINISTRATION
                                 LOCATED: WM G STRATTON BUILDING
ML3: 416       ML2: 41630    ML1: 4163050    005 RM 519
LOC CODE: USILSPFSB005519                    401 S SPRING
MAIL CODE:         ELEC MAIL:              SPRINGFIELD    IL  62706
E-MAIL:
PH 1: N 217 782 7722       2: N                 3: N
   NET AUTH:           CABLE:             INTNL AC:
     TELEX:             ANSWBK:
 VEHICLE 1:        VEHICLE 2:        PRINT? Y/N MASTER: Y  LOCAL: Y

MESSAGE:

F1=HELP  F2=SWAP  F3=CANCEL  F4=SEARCH MENU  F12=MASTER MENU
```

All of the fields on this screen are protected and may not be changed. The message "DELETE? (Y or N) __" appears at the top of the screen.

- Type a 'Y' to flag the record for deletion.
  Press Enter

```
NMDMD06                    STATE OF ILLINOIS-COMPANY P002          07/21/00
17:03
NMOEDS07 V4.2.0/P00    CORPORATE INFORMATION DIRECTORY          ==>
_____
UPDATE               SEARCH BY  JONES         416                   PAGE
1
SEL  NAME                                   AU       PHONE NO       MAIL
CODE
_  JONES, Alex J.                        4165531999 217-524-4244
                                         USILSPF1J001000
_  JONES, Julia                          4163050999 217-782-7722
                       USILSPFSB005519 RECORD DELETED ON 07/21/99
_  JONES, Linda                          4163070999 217-785-9086
                                         USILSPFSB005503
_  JONES, Marilyn                        4163015999 217-524-8701
                                         USILSPFSB005501
_  JONES-MYERS, Jacqueline               4160110999 217-782-5052
                                         USILSPFSB007704


SEL  I=INQUIRY C=CHANGE D=DELETE R=REINSTATE
*** END OF SEARCH ***                              --ADD
FUNCTIONS--
F1=HELP  F2=SWAP  F7=BACKWARD  F8=FORWARD                  F4=INDIV
F9=ORG
```

The Search Listing Screen is redisplayed with the message "RECORD DELETED ON 00/00/00" next to the deleted records.

- Type 'N' to cancel the deleted request.
  Press Enter

If more than one record was requested from the Selection Screen, the next individual listing chosen is displayed. If no additional records were requested, the Selection Screen is redisplayed.

4. Reinstate

If a record is accidentally deleted it can be reinstated.

```
NMDMD05              STATE OF ILLINOIS-COMPANY P002        07/25/00
08:53
NMOEDS07 V4.2.0/P00  CORPORATE INFORMATION DIRECTORY         ==>
_____
                     DIRECTORY SELECTION MENU              UPDATE

                     SEARCH SELECTIONS:

              1   NAME            10   RESP
              2   PHONETIC        11   OTHER
              3   FIRST NAME      12   NET AUTH
              4   AU CODE         13   CABLE
              5   LOCATION CODE   14   TELEX
              6   MAIL CODE       15   ANSWBK
              7   PHONE NUMBER    16   VEHICLE 1
              8   TITLE           17   VEHICLE 2
              9   TITLE CODE

                   NUM    DATA  (UP TO THREE SELECTIONS)
                   01 JONES_____
                   04 416_____
                   __ _____

F1=HELP  F2=SWAP  F3=CID MENU              F12=MONIES MASTER MENU
```

- Enter the selection menu of the maintenance mode for the record deleted

```
NMDMD06              STATE OF ILLINOIS-COMPANY P002        07/25/00
09:01
 NMOEDS07 V4.20/P00  CORPORATE INFORMATION DIRECTORY         ==>
 _____
 UPDATE         SEARCH BY  JONES            416
 PAGE  1

 SEL   NAME                        AU      PHONE NO     MAIL
 CODE
 _ JONES, Alex J.              4165531999 217-524-4244
                               USILSPF1J001000
 R JONES, Julia               4163050999 217-782-7722
                     USILSPFSB005519 RECORD DELETED ON

07/25/99
 _ JONES, Linda                4163070999 217-785-9086
                               USILSPFSB005503
 _ JONES, Marilyn              4163015999 217-524-8701
                               USILSPFSB005501
 _ JONES-MYERS, Jacqueline     4160110999 217-782-5052
                               USILSPFSB007704

 SEL I=INQUIRY C=CHANGE D=DELETE R=REINSTATE
 *** END OF SEARCH ***                          --ADD
FUNCTIONS--
 F1=HELP  F2=SWAP  F7=BACKWARD  F8=FORWARD        F4=INDIV
F9=ORG
```

- To bring the record back to active status, enter an *R*' (for '*reinstate*') in the *Sel field* to the left of the name
  Press '*Enter*' to go to the Reinstate Screen

```
NMDMD08              STATE OF ILLINOIS-COMPANY P002        07/25/00
09:11
NMOEDS10 V4.2.0/P00  CORPORATE INFORMATION DIRECTORY         ==>
_____
                     UPDATE INDIVIDUAL LISTING

FUNCTN:R REINSTATE?Y/N Y EFFECTIVE: 06 24 88 LST UPDT: MAT 07/25/97
0901

LAST NAME: JONES            SUFFIX:      EMP/SSAN#:        STAT:
FIRST: Julia          MIDDLE:             NICKNAME:
TITLE CODE:                  TITLE:
     RESP: Persnl-Admin          OTHER:
ACCOUNTING UNIT: 4163050999      AU DESC: CMS-BOP-ADMINISTRATION
                                 LOCATED: WM G STRATTON BUILDING
ML3: 416      ML2: 41630    ML1: 4163050   005 RM 519
LOC CODE: USILSPFSB005519                  401 S SPRING
MAIL CODE:      ELEC MAIL:          SPRINGFIELD    IL  62706
E-MAIL:
PH 1: N 217 782 7722     2: N              3: N
 NET AUTH:            CABLE:            INTNL AC:
    TELEX:          ANSWBK:
 VEHICLE 1:          VEHICLE 2:      PRINT? Y/N MASTER: Y  LOCAL: Y

MESSAGE:  RECORD DELETED ON 07/25/97

F1=HELP  F2=SWAP  F3=CANCEL  F4=SEARCH MENU  F5-UPDATE  F12=MASTER MENU
```

- Enter '*Y*' in the *Function Field* to answer yes to the prompt to confirm reinstatement.
  Press *F5* to update the file.

The *Search Listing* screen confirms that the record has been reinstated.

```
NMDMD06              STATE OF ILLINOIS-COMPANY P002          07/25/00
09:21
NMOEDS07 V4.2.0/P00   CORPORATE INFORMATION DIRECTORY        ==>
_____
UPDATE            SEARCH BY  JONES              416              PAGE
1

SEL   NAME                          AU      PHONE NO     MAIL
CODE
_ JONES, Alex J.                 4165531999 217-524-4244
                                 USILSPF1J001000
_ JONES, Julia                   4163050999 217-782-7722

                    USILSPFSB005519  REC REINSTATED ON

07/25/99
_ JONES, Linda                   4163070999 217-785-9086
                                 USILSPFSB005503
_ JONES, Marilyn                 4163015999 217-524-8701
                                 USILSPFSB005501
_ JONES-MYERS, Jacqueline        4160110999 217-782-5052
                                 USILSPFSB007704


SEL I=INQUIRY C=CHANGE D=DELETE R=REINSTATE
*** END OF SEARCH ***                            --ADD
FUNCTIONS--
F1=HELP  F2=SWAP  F7=BACKWARD  F8=FORWARD          F4=INDIV
F9=ORG
```

5. Inquire

```
NMDMD05              STATE OF ILLINOIS-COMPANY P002          07/21/00
16:44
NMOEDS07 V4.2.0/P00   CORPORATE INFORMATION DIRECTORY        ==>
_____
                    DIRECTORY SELECTION MENU            UPDATE

                 SEARCH SELECTIONS:

         1    NAME              10   RESP
         2    PHONETIC          11   OTHER
         3    FIRST NAME        12   NET AUTH
         4    AU CODE           13   CABLE
         5    LOCATION CODE     14   TELEX
         6    MAIL CODE         15   ANSWBK
         7    PHONE NUMBER      16   VEHICLE 1
         8    TITLE             17   VEHICLE 2
         9    TITLE CODE


              NUM   DATA  (UP TO THREE SELECTIONS)
              01  JONES
              04  416
              __ _____

F1=HELP  F2=SWAP  F3=CID MENU            F12=MONIES MASTER MENU
```

- To inquire a directory record, type the search criteria on the Directory Selection Menu
  Press Enter

The Select Listing Screen is displayed.

```
NMDMD06                STATE OF ILLINOIS-COMPANY P002        07/16/00
14:56
NMOEDS07 V4.2.0/P00   CORPORATE INFORMATION DIRECTORY      ==>
_____
UPDATE          SEARCH BY  JONES          416              PAGE  1

SEL   NAME                            AU      PHONE NO     MAIL
CODE
_ JONES, Alex J.                 4165531999 217-524-4244
                                 USILSPF1J001000
_ JONES, Julia                   4163050999 217-782-7722
                                 USILSPFSB005519
I JONES, Linda                   4163070999 217-785-9086
                                 USILSPFSB005503
_ JONES, Marilyn                 4163015999 217-524-8701
                                 USILSPFSB005501   REC REINSTATED ON
07/07/94
_ JONES-MYERS, Jacqueline        4160110999 217-782-5052
                                 USILSPFSB007704

SEL I=INQUIRY C=CHANGE D=DELETE R=REINSTATE

*** END OF SEARCH ***                      --ADD FUNCTIONS--

F1=HELP  F2=SWAP  F7=BACKWARD  F8=FORWARD    F4=INDIV  F9=ORG
```

- To inquire a record, type an 'I' in the field to the left of each record Press Enter

If the selected record is that of an individual, the "INQUIRY INDIVIDUAL LISTING" screen is displayed. If the selected record is that of a departmental, the Inquiry "DEPARTMENTAL LIST" screen is displayed. The displayed fields are protected and may not be changed.

```
NMDMD08                STATE OF ILLINOIS-COMPANY P002        07/22/00
10:21
NMOEDS10 V4.2.0/P00   CORPORATE INFORMATION DIRECTORY      ==>
_____
                     INQUIRY INDIVIDUAL LISTING

FUNCTION: I              EFFECTIVE: 03 07 95  LAST UPDT: WFW 03/07/95
1404

LAST NAME: JONES          SUFFIX:      EMP/SSAN#:        STAT:
FIRST: Linda         MIDDLE:            NICKNAME:
TITLE CODE:                   TITLE:
      RESP: Persnl-Upward Mobil    OTHER:
ACCOUNTING UNIT: 4163070999        AU DESC: CMS-BOP-UPWARD MOBILITY
                                   LOCATED: WM G STRATTON BUILDING
ML3: 416      ML2: 41630    ML1: 4163070    005 RM 503
LOC CODE: USILSPFSB005503                   401 S SPRING
MAIL CODE:        ELEC MAIL:              SPRINGFIELD      IL  62706

PH 1: N 217 785 9086      2:              3:
  NET AUTH:            CABLE:            INTNL AC:
    TELEX:           ANSWBK:
 VEHICLE 1:          VEHICLE 2:      PRINT? Y/N MASTER: Y  LOCAL: Y

MESSAGE:

F1=HELP  F2=SWAP  F3=CANCEL  F4=SEARCH MENU  F12=MASTER MENU
```

V. DEPARTMENTAL RECORDS

A. Overview

The portion of the State of Illinois Telephone Directory containing departmental records has four columns of data. Three of the four columns vary as to the type of data each contains. The same field may contain an individual name for an agency and the next agency will use the same column for county, district, park, etc. The simplest approach to address the variety of uses for each column is to use the text lines. The text lines will be the source of the columnar information. Text line one information will be used to populate column one, text line two for column two etc. The information contained on the text lines will appear in the directory just as it is keyed.

The agency subtitles (Chicago, Springfield, Statewide, etc.) should contain the subtitle heading after the agency three-digit prefix and dash or the "Name 1:" line and text line one. The phone number is a required field and should be filled with all nine's or the agency's personnel phone number for titles and subtitles.

The first three letters of the agency name will be used in the field labeled "NAME 1:" followed by a dash (-) and the first full word(s) from either the agency title, subtitle, or individual listing data in column one. This same data will also appear in its entirety on line 1 of the text area.

The status code for departmental records is always an astrisk '*'.

The "MAIL CODE" field is used to identify the alphabetic order of each agency, the grouping within the agency, boldness of print, and the sequence of each record, as well as the agency title.

MAIL CODE fields are used as follows:
1. Columns 1-3 indicate the alphabetic order of each agency.
2. Column 4 indicates the grouping within each agency.
   - A – for agency title only
   - B-Z for each subtitle group (Chicago, Springfield, Statewide, etc.)
3. Column 5 indicates the boldness of print.
   - 1 – for the agency titles
   - 2 – for the agency subtitles (Chicago, Springfield, Statewide, etc.)
   - 3 – for the bureau / division

- 4 – for the individual listings
4. Columns 6-10 indicate the sequence.
   - Agency titles will always be 00000 – to print in column one
   - Subtitles will be 00001 – 00009 to be centered
   - Individual listings within each group will begin with 00010 and increment by 00010 to print in column one, just as they are keyed on the text lines.

The AU code for all departmental records will be the first three digits of the agency AU only, not the entire AU number. The location codes for these records will always be "APIL." Neither the agency AU nor the location codes will be used to print the departmental records. The AU code is used for security purposes only, and the location code will always be APIL to indicate a departmental record and print the address that appears in the text lines.

The "NAME 1:" field will always have the first three digits of the "MAIL CODE" field, followed by a dash (-), followed by 'AGENCY' for the first record, for subsequent records as much of the text line that will fit in the "NAME 1:" field follows the dash. "NAME" 2, 3 and 4 lines are not used.

The "E-MAIL" field may be used on the AGENCY record for the main Internet address for the agency.

The "TEXT" lines are the lines that print in the departmental portion of the directory. Each text line represents a separate column, with the "PH 1: N" field being the fourth and last column. The text must be entered excatly as it appears in the directory, upper/lower case with the proper puncunation.

The following will illustrate how the "MAIL CODE" determines the order of each record, and explains the fields needed to update the departmental records.

```
NMDMD05                 STATE OF ILLINOIS-COMPANY P002         02/18/00 11:18
NMOEDS07 V4.2.0/P00     CORPORATE INFORMATION DIRECTORY        ==> _____
                        DIRECTORY SELECTION MENU                  UPDATE

                        SEARCH SELECTIONS:

                   1  NAME              10  RESP
                   2  PHONETIC          11  OTHER
                   3  FIRST NAME        12  NET AUTH
                   4  AU CODE           13  CABLE
                   5  LOCATION CODE     14  TELEX
                   6  MAIL CODE         15  ANSWBK
                   7  PHONE NUMBER      16  VEHICLE 1
                   8  TITLE             17  VEHICLE 2
                   9  TITLE CODE

              NUM   DATA  (UP TO THREE SELECTIONS)
               06  CEN

                __ _____
                __ _____

 F1=HELP  F2=SWAP  F3=EXIT              F12=MONIES MASTER MENU
```

- In the Maintenance/Update mode, search with selection '06' and the first three digits of the "MAIL CODE."

```
NMDMD06              STATE OF ILLINOIS-COMPANY P002          02/18/00 15:16
NMOEDS07 V4.2.0/P00     CORPORATE INFORMATION DIRECTORY      ==> _____
UPDATE          SEARCH BY CEN                                    PAGE 1

SEL  NAME                        AU      PHONE NO      MAIL CODE
C CEN-AGENCY                     416    999-999-9999   CENA100000
            APIL
_ CEN-GENERAL INFORMATION        416    312-793-3500   CENB200001
            APIL
_ CEN-SPRINGFIELD OPERATORS      416    217-782-2000   CENB400010
            APIL
_ CEN-EMERGENCY ASSISTANCE INFO  416    217-782-2000   CENB400020
            APIL
_ CEN-CHICAGO                    416    999-999-9999   CENC200001
            APIL
_ CEN-OFFICE OF THE DIRECTOR     416    999-999-9999   CENC300010
            APIL
_ CEN-BUREAU OF COMMUNICATION AN 416    312-999-9999   CENC300070
            APIL

SEL I=INQUIRY C=CHANGE D=DELETE R=REINSTATE ECF==> A=APPT M=IN MAIL P=PHONE
                                                        --ADD FUNCTIONS--
F1=HELP F2=SWAP F7=BACKWARD F8=FORWARD F10=ECF COMPOSE  F4=INDIV F9=ORG
```

- This search pulls up all departmental records by "MAILCODE", alphabetical order by the fourth digit in the mail code field. Agency title record first followed by each subtitle record.

```
NMDMD04              STATE OF ILLINOIS-COMPANY P002          02/22/00 08:50
NMOEDS04 V4.2.0/P00     CORPORATE INFORMATION DIRECTORY      ==> _____
                    UPDATE ORGANIZATION LIST
FUNCTION: C              EFFECTIVE: 08 24 88     LAST UPDT:  EMF 01-14-92 0804
NAME 1: CEN-AGENCY          STATUS: *
NAME 2: _____ ACCT UNIT: 416
NAME 3: _____ AU DESC: CEN-AP DIRECTORY ORG RECORDS
NAME 4: _____ LOCATED: LOCATION CODE NOT FOUND
ML3:    ML2:    ML1:
LOC CODE: APIL
MAIL CODE: CENA100000 ELEC MAIL: _____
PH 1: N 999 999 9999   2: N ___ ___ ____     3: N ___ ___ ____
  NET AUTH: _____  CABLE: _____  INTNL AC: _____
   TELEX: _____  ANSWBK: _____
  PRINT? Y/N MASTER: Y LOCAL: Y          OTHER: _____
MESSAGE: _____     CEN-AGENC1
TEXT:  E-MAIL: http://www.state.il.us/cms_____
 1: CENTRAL MANAGEMENT SERVICES, DEPARTM ENT OF
 2: _____ _____
 3: _____ _____
 4: _____ _____
 5: _____ _____
LOCATION ZONE RECORD NOT FOUND
F1=HELP F2=SWAP F3=CANCEL F4=SELECTION MENU
```

- In the agency title record the "NAME 1:" field will always start with the agency code followed by a dash (–)"AGENCY."

- "ACCT UNIT:" always the first three (3) the digits of the agency AU, "LOC CODE:" always '**APIL.'**

- "MAIL CODE" will be the agency code 'A' for the agnecy title '1' for the boldness of the print, and '00000' for sequence.

- The "E-MAIL" field is sixty characters long to be used for the agency's Internet address, keyed as it will appear, upper/lower case.

```
NMDMD04                    STATE OF ILLINOIS-COMPANY P002          02/22/00 08:50
NMOEDS04 V4.2.0/P00        CORPORATE INFORMATION DIRECTORY        ==> _____
                              UPDATE ORGANIZATION LIST
FUNCTION: C                   EFFECTIVE: 08 24 88      LAST UPDT:  EMF 01-14-92 0804
NAME 1: CEN-AGENCY            STATUS: *
NAME 2: _____ ACCT UNIT: 416
NAME 3: _____ AU DESC: CEN-AP DIRECTORY ORG RECORDS
NAME 4: _____ LOCATED: LOCATION CODE NOT FOUND
ML3:      ML2:      ML1:
LOC CODE: APIL
MAIL CODE: CENA100000  ELEC MAIL: _____
PH 1: N 999 999 9999   2: N ___ ___ ____    3: N ___ ___ ____
  NET AUTH: _____    CABLE: _____  INTNL AC: _____
   TELEX: _____  ANSWBK: _____
  PRINT? Y/N MASTER: Y  LOCAL: Y          OTHER: _____
MESSAGE_____  _____
TEXT:   E-MAIL: http://www.state.il.us/cms_____
  1: CENTRAL MANAGEMENT SERVICES, DEPARTM ENT OF
  2: _____  _____
  3: _____  _____
  4: _____  _____
```

```
NMDMD04                    STATE OF ILLINOIS-COMPANY P002          02/22/00 09:11
NMOEDS04 V4.2.0/P00        CORPORATE INFORMATION               ==> _____
LOCATION ZONE RECORD NOT FOUND UPDATE ORGANIZATION LIST
  F1=HELP F2=SWAP F3=CANCEL F4=SELECTION MENU
FUNCTION: C                   EFFECTIVE: 09 19 89      LAST UPDT: BSR 08-05-91 1338
NAME 1: CEN-GENERAL INFORMATION     STATUS: *
NAME 2: _____ ACCT UNIT: 416
NAME 3: _____ AU DESC: CEN-AP DIRECTORY ORG RECORDS
NAME 4: _____ LOCATED: LOCATION CODE NOT FOUND
ML3:      ML2:      ML1:
LOC CODE: APIL
MAIL CODE: CENB200001  ELEC MAIL: _____
PH 1: N 312 793 3500   2: N ___ ___ ____    3: N ___ ___ ____
  NET AUTH: _____    CABLE: _____  INTNL AC: _____
   TELEX: _____  ANSWBK: _____
  PRINT? Y/N MASTER: Y  LOCAL: Y          OTHER: _____
MESSAGE: _____  _____
TEXT:   E-MAIL: _____
  1: GENERAL INFORMATION                _____
  2: _____  _____
  3: _____  _____
  4: _____  _____
  5: _____  _____
LOCATION ZONE RECORD NOT FOUND
F1=HELP F2=SWAP F3=CANCEL F4=SELECTION MENU
```

```
NMDMD04                    STATE OF ILLINOIS-COMPANY P002          02/23/00 15:14
NMOEDS04 V4.2.0/P00        CORPORATE INFORMATION DIRECTORY        ==> _____
                              UPDATE ORGANIZATION LIST
FUNCTION: C                   EFFECTIVE: 09 19 89      L AST UPDT: SMD 09-23-94 1142
NAME 1: CEN-SPRINGFIELD OPERATORS    STATUS: *
NAME 2: _____ ACCT UNIT: 416
NAME 3: _____ AU DESC: CEN-AP DIRECTORY ORG RECORDS
NAME 4: _____ LOCATED: LOCATION CODE NOT FOUND
ML3:      ML2:      ML1:
LOC CODE: APIL
MAIL CODE: CENB400010  ELEC MAIL: _____
PH 1: N 217 782 2000   2: N ___ ___ ____    3: N ___ ___ ____
  NET AUTH: _____    CABLE: _____  INTNL AC: _____
   TELEX: _____  ANSWBK: _____
  PRINT? Y/N MASTER: Y  LOCAL: Y          OTHER: _____
MESSAGE: _____  _____
TEXT:   E-MAIL: _____
  1: STATE OF ILLINOIS SPRINGFIELD OPERAT ORS (24 H
  2: OUR NUMBER)                        _____
  3: _____  _____
  4: _____  _____
  5: _____  _____
LOCATION ZONE RECORD NOT FOUND
F1=HELP F2=SWAP F3=CANCEL F4=SELECTION MENU
```

- In the title and subtitle records the phone number will not print.

- PRINT? Y/N MASTER: LOCAL: must always be "Y."

- The "TEXT" fields are the lines that print in the directory. Must be entered in upper/lower case with puncation as desired. These lines will print excatly as they are keyed.

- The "B" in the "MAIL CODE" column 4 indicates the first subtitle group.

- The "2' in column 5 of the MAIL CODE indicates the boldness of print.

- Column 6 thru 10 indicates the sequence of the subtitle.

- The "4" in column 5 indicates this is an individual listing under the subtitle of "B" (the fourth position of the Mail Code).

- Column 6 thru 10 indicates the sequence of the individual listing. Incrementing by ten will allow for inserting records as needed in the future. The phone number in the individual listing will print.

```
NMDMD04              STATE OF ILLINOIS-COMPANY P002        02/23/00 15:19
NMOEDS04 V4.2.0/P00  CORPORATE INFORMATION DIRECTORY    ==> _____
                     UPDATE ORGANIZATION LIST
FUNCTION: C              EFFECTIVE: 05 29 91    LAST UPDT: CMG 08-11-99 1051
NAME 1: CEN-EMERGENCY ASSISTANCE INFO  STATUS: *
NAME 2: _____  ACCT UNIT: 416
NAME 3: _____  AU DESC: CEN-AP DIRECTORY ORG RECORDS
NAME 4: _____  LOCATED: LOCATION CODE NOT FOUND
ML3: ___   ML2: ___   ML1: ___
LOC CODE: APIL
MAIL CODE: CENB400020  ELEC MAIL: _____
PH 1:  N 217 782 2000    2: N ___ ___ ____    3: N ___ ___ ____
 NET AUTH: _____   CABLE: _____    INTNL AC: _____
  TELEX: _____   ANSWBK: _____

 PRINT? Y/N MASTER: Y  LOCAL: Y        OTHER: _____
MESSAGE: _____    _____
TEXT:   E-MAIL: _____
 1: EMERGENCY ASSISTANCE (VOICE & TTY)   _____
 2: _____   _____
 3: 120 W JEFFERSON, FL 1, 62702-5103  _____
 4: _____   _____
 5: _____   _____
LOCATION ZONE RECORD NOT FOUND
F1=HELP  F2=SWAP  F3=CANCEL  F4=SELECTION MENU
```

- This is the second individual listing under the first subtitle.

- "TEXT" Line 1 is the first column in the directory, "TEXT" Line 3 is the third column.

```
NMDMD04              STATE OF ILLINOIS-COMPANY P002        02/23/00 15:24
NMOEDS04 V4.2.0/P00  CORPORATE INFORMATION DIRECTORY    ==> _____
                     UPDATE ORGANIZATION LIST
FUNCTION: C              EFFECTIVE: 09 11 89    LAST UPDT: EMF 09-20-89 0728
NAME 1: CEN-CHICAGO          STATUS: *
NAME 2: _____  ACCT UNIT: 416
NAME 3: _____  AU DESC: CEN-AP DIRECTORY ORG RECORDS
NAME 4: _____  LOCATED: LOCATION CODE NOT FOUND
ML3: ___   ML2: ___   ML1: ___
LOC CODE: APIL
MAIL CODE: CENC200001  ELEC MAIL: _____
PH 1:  N 999 999 9999    2: N ___ ___ ____    3: N ___ ___ ____
 NET AUTH: _____   CABLE: _____    INTNL AC: _____
  TELEX: _____   ANSWBK: _____
 PRINT? Y/N MASTER: Y  LOCAL: Y        OTHER: _____
MESSAGE: _____    _____
TEXT:   E-MAIL: _____
 1: CHICAGO              _____
 2: _____   _____
 3: _____   _____
 4: _____   _____
 5: _____   _____
LOCATION ZONE RECORD NOT FOUND
F1=HELP  F2=SWAP  F3=CANCEL  F4=SELECTION MENU
```

- The "C" in the "MAIL CODE" column 4 indicates the second subtitle group.

- The "2' in column 5 of the MAIL CODE indicates the boldness of print for agency subtitles.

- Column 6 thru 10 indicates the sequence of the subtitle.

```
NMDMD04              STATE OF ILLINOIS-COMPANY P002        03/07/00 14:06
NMOEDS04 V4.2.0/P00   CORPORATE INFORMATION DIRECTORY      ==> _____
                         UPDATE ORGANIZATION LIST
FUNCTION: C            EFFECTIVE: 10 18 89      LAST UPDT: EMF 10-18-89 1450
NAME 1: CEN-OFFICE OF THE DIRECTOR    STATUS: *
NAME 2: _____ ACCT UNIT: 416
NAME 3: _____ AU DESC: CEN-AP DIRECTORY ORG RECORDS
NAME 4: _____ LOCATED: LOCATION CODE NOT FOUND
ML3:      ML2:      ML1:
LOC CODE: APIL
MAIL CODE: CENC300010 ELEC MAIL: _____
PH 1:  N 999 999 9999     2: N ___ ___ ____     3: N ___ ___ ____
 NET AUTH: _____  CABLE: _____  INTNL AC: _____
  TELEX: _____  ANSWBK: _____
 PRINT? Y/N MASTER: Y  LOCAL: Y          OTHER: _____
MESSAGE: _____      _____
TEXT:   E-MAIL: _____
 1: OFFICE OF THE DIRECTOR          _____
 2: _____      _____
 3: _____      _____
 4: _____      _____
 5: _____      _____
LOCATION ZONE RECORD NOT FOUND
F1=HELP F2=SWAP F3=CANCEL F4=SELECTION MENU
```

- The "3" in column 5 of the MAIL CODE indicates the boldness of print for bureau or division titles.

- Column 6 thru 10 indicates the sequence of the subtitle.

- The "C" in the "MAIL CODE" column 4 indicates the second subtitle group.

```
NMDMD04              STATE OF ILLINOIS-COMPANY P002        03/07/00 15:14
NMOEDS04 V4.2.0/P00   CORPORATE INFORMATION DIRECTORY      ==> _____
                         UPDATE ORGANIZATION LIST
FUNCTION: C            EFFECTIVE: 09 20 89      LAST UPDT: CMG 01-23-98 1042
NAME 1: CEN-DIRECTOR          STATUS: *
NAME 2: _____ ACCT UNIT: 416
NAME 3: _____ AU DESC: CEN-AP DIRECTORY ORG RECORDS
NAME 4: _____ LOCATED: LOCATION CODE NOT FOUND
ML3:      ML2:      ML1:
LOC CODE: APIL
MAIL CODE: CENC400010 ELEC MAIL: _____
PH 1:  N 312 814 2141     2: N ___ ___ ____     3: N ___ ___ ____
 NET AUTH: _____  CABLE: _____  INTNL AC: _____
  TELEX: _____  ANSWBK: _____
 PRINT? Y/N MASTER: Y  LOCAL: Y          OTHER: _____
MESSAGE: _____      _____
TEXT:   E-MAIL: _____
 1: DIRECTOR                      _____
 2: SCHWARTZ, MICHAEL S           _____
 3: JRTC, 100 W RANDOLPH, STE 4-400, 606 01-3219
 4: _____      _____
 5: _____      _____
LOCATION ZONE RECORD NOT FOUND
F1=HELP F2=SWAP F3=CANCEL F4=SELECTION MENU
```

- The "4" in column 5 of the MAIL CODE indicates an individual listing.

- Column 6 thru 10 indicates the sequence of the record.

```
NMDMD04              STATE OF ILLINOIS-COMPANY P002        03/07/00 15:14
NMOEDS04 V4.2.0/P00    CORPORATE INFORMATION DIRECTORY    ==> _____
                         UPDATE ORGANIZATION LIST
FUNCTION: C            EFFECTIVE: 09 20 89    LAST UPDT: CMG 01-23-98 1042
NAME 1: CEN-ADMINISTRATIVE ASSISTANT STATUS: *
NAME 2: _____ ACCT UNIT: 416
NAME 3: _____ AU DESC: CEN-AP DIRECTORY ORG RECORDS
NAME 4: _____ LOCATED: LOCATION CODE NOT FOUND
ML3: ____ ML2: ____ ML1: ____
LOC CODE: APIL
MAIL CODE: CENC400020  ELEC MAIL: _____
PH 1:  N 312 814 2141    2: N ___ ___ ____    3: N ___ ___ ____
  NET AUTH: _____    CABLE: _____  INTNL AC: _____
   TELEX: _____  ANSWBK: _____
  PRINT? Y/N MASTER: Y  LOCAL: Y          OTHER: _____
MESSAGE: _____     _____
TEXT:   E-MAIL: _____
  1:   ADMINISTRATIVE ASSISTANT         _____
  2: LOPEZ, DONNA                       _____
  3: JRTC, 100 W RANDOLPH, STE 4-400, 606 01-3219
  4: _____  _____
  5: _____  _____
LOCATION ZONE RECORD NOT FOUND
F1=HELP F2=SWAP F3=CANCEL F4=SELECTION MENU
```

- The "C" in the "MAIL CODE" column 4 indicates the second subtitle group.

- The "4' in column 5 of the MAIL CODE indicates an individual listing.

- Column 6 thru 10 indicates the sequence of the record.

- When the first Text line is indented, spaces must be entered with the space bar.

```
NMDMD04              STATE OF ILLINOIS-COMPANY P002        03/07/00 15:01
NMOEDS04 V4.2.0/P00    CORPORATE INFORMATION DIRECTORY    ==> _____
                         UPDATE ORGANIZATION LIST
FUNCTION: C            EFFECTIVE: 09 20 89    LAST UPDT: SMD 09-16-94 1127
NAME 1: CEN-BUREAU OF COMMUNICATION AN  STATUS: *
NAME 2: _____ ACCT UNIT: 416
NAME 3: _____ AU DESC: CEN-AP DIRECTORY ORG RECORDS
NAME 4: _____ LOCATED: LOCATION CODE NOT FOUND
ML3: ____ ML2: ____ ML1: ____
LOC CODE: APIL
MAIL CODE: CENC300070  ELEC MAIL: _____
PH 1:  N 312 999 9999    2: N ___ ___ ____    3: N ___ ___ ____
  NET AUTH: _____    CABLE: _____  INTNL AC: _____
   TELEX: _____  ANSWBK: _____
  PRINT? Y/N MASTER: Y  LOCAL: Y          OTHER: _____
MESSAGE: _____     CEN  UREAU OF INFORM
TEXT:   E-MAIL: _____
  1: BUREAU OF COMMUNICATION AND COMPUTER  SERVICES
  2: _____  _____
  3: _____  _____
  4: _____  _____
  5: _____  _____
LOCATION ZONE RECORD NOT FOUND
F1=HELP F2=SWAP F3=CANCEL F4=SELECTION MENU
```

- The "C" in the "MAIL CODE" column 4 indicates the second subtitle group.

- The "3' in column 5 of the MAIL CODE indicates bureau or division, boldness of print.

- Column 6 thru 10 indicates the sequence of the record within the subtitle.

```
NMDMD04              STATE OF ILLINOIS-COMPANY P002        01/29/01 13:30
NMOEDS04 V4.2.0/P04    CORPORATE INFORMATION DIRECTORY    ==> _____
                         INQUIRY ORGANIZATION LIST
FUNCTION: I       EFFECTIVE: 09 20 89  LAST UPDT: WFW 04-13-00 0816
NAME 1: CEN-TELECOMMUNICATIONS DIV    STATUS: *
NAME 2: _____ ACCT UNIT: 416
NAME 3: _____ AU DESC: CEN-AP DIRECTORY ORG RECORDS
NAME 4: _____ LOCATED: LOCATION CODE NOT FOUND
ML3: ____ ML2: ____ ML1: ____
LOC CODE: APIL
MAIL CODE: CENC400115  ELEC MAIL: _____
PH 1:  N 312 814 5886 _____  2: __ __ ___ ____    3: ___ ___ ___ ____
  NET AUTH: _____    CABLE: _____  INTNL AC: _____
   TELEX: _____  ANSWBK: _____
  PRINT? Y/N MASTER: Y  LOCAL: Y          OTHER: _____
MESSAGE: _____    OTHER_____
TEXT:   E-MAIL: _____
  1: TELECOMMUNICATIONS DIVISION         _____
  2: SWANSON, RON                        _____
  3: JRTC, 100 W RANDOLPH, STE 4-500, 606 01-3219_____
  4: _____  _____
  5: _____  _____
LOCATION ZONE RECORD NOT FOUND
F1=HELP F2=SWAP F3=CANCEL F4=SELECTION MENU
```

- The "C" in the "MAIL CODE" column 4 indicates the second subtitle group.

- The "4' in column 5 of the MAIL CODE indicates an individual listing.

- Column 6 thru 10 indicates the sequence of the record.

```
NMDMD04              STATE OF ILLINOIS-COMPANY P002           03/07/00 15:07
NMOEDS04 V4.2.0/P00  CORPORATE INFORMATION DIRECTORY          ==> _____
                     UPDATE ORGANIZATION LIST
FUNCTION: C                EFFECTIVE: 08 24 88      LAST UPDT: SMD 09-16-94 1127
NAME 1: CEN-BUREAU OF PERSONNEL      STATUS: *
NAME 2: _____ ACCT UNIT: 416
NAME 3: _____ AU DESC: CEN-AP DIRECTORY ORG RECORDS
NAME 4: _____ LOCATED: LOCATION CODE NOT FOUND
ML3:      ML2:      ML1:
LOC CODE: APIL
MAIL CODE: CENC300180 ELEC MAIL: _____
PH 1: N 312 999 9999    2: N ___ ___ ____    3: N ___ ___ ____
  NET AUTH: _____    CABLE: _____  INTNL AC: _____
  TELEX: _____  ANSWBK: _____
  PRINT? Y/N MASTER: Y  LOCAL: Y         OTHER: _____
MESSAGE: _____    _____
TEXT:   E-MAIL: _____
  1: BUREAU OF PERSONNEL            _____
  2: _____ _____
  3: _____ _____
  4: _____ _____
  5: _____ _____

LOCATION ZONE RECORD NOT FOUND
F1=HELP  F2=SWAP  F3=CANCEL  F4=SELECTION MENU
```

- The "C" in the "MAIL CODE" column 4 indicates the second subtitle group.

- The "3" in column 5 of the MAIL CODE indicates the Bureau or Division, boldness of print.

- Column 6 thru 10 indicates the sequence of the record within the subtitle.

```
NMDMD04              STATE OF ILLINOIS-COMPANY P002           03/07/00 15:09
NMOEDS04 V4.2.0/P00  CORPORATE INFORMATION DIRECTORY          ==> _____
                     UPDATE ORGANIZATION LIST
FUNCTION: C                EFFECTIVE: 09 20 89      LAST UPDT: EMF 10-19-89 1339
NAME 1: CEN-BUREAU OF PROPERTY MANAGEM STATUS: *
NAME 2: _____ ACCT UNIT: 416
NAME 3: _____ AU DESC: CEN-AP DIRECTORY ORG RECORDS
NAME 4: _____ LOCATED: LOCATION CODE NOT FOUND
ML3:      ML2:      ML1:
LOC CODE: APIL
MAIL CODE: CENC300240 ELEC MAIL: _____
PH 1: N 999 999 9999    2: N ___ ___ ____    3: N ___ ___ ____
  NET AUTH: _____    CABLE: _____  INTNL AC: _____
  TELEX: _____  ANSWBK: _____
  PRINT? Y/N MASTER: Y  LOCAL: Y         OTHER: _____
MESSAGE: _____    _____
TEXT:   E-MAIL: _____
  1: BUREAU OF PROPERTY MANAGEMENT   _____
  2:
```

- The "C" in the "MAIL CODE" column 4 indicates the second subtitle group.

- The "3" in column 5 of the MAIL CODE indicates the Bureau or Division, boldness of print.

- 6 - 10 indicate the sequence of the record within the subtitle.

```
NMDMD04              STATE OF ILLINOIS-COMPANY P002           03/07/00 15:13
NMOEDS04 V4.2.0/P00  CORPORATE INFORMATION DIRECTORY          ==> _____
  5:                 UPDATE ORGANIZATION LIST
FUNCTION: C  LOCATION ZONE RECORD NOT FOUND EFFECTIVE: 09 20 89  LAST UPDT: EMF 10-19-89 1339
NAME 1: CEN-BUREAU OF PROPERTY MANAGEM STATUS: *
NAME 2: _____ ACCT UNIT: 416
NAME 3: _____ AU DESC: CEN-AP DIRECTORY ORG RECORDS
NAME 4: _____ LOCATED: LOCATION CODE NOT FOUND
ML3:      ML2:      ML1:
LOC CODE: APIL
MAIL CODE: CENC300240 ELEC MAIL: _____
PH 1: N 999 999 9999    2: N ___ ___ ____    3: N ___ ___ ____
  NET AUTH: _____    CABLE: _____  INTNL AC: _____
  TELEX: _____  ANSWBK: _____
  PRINT? Y/N MASTER: Y  LOCAL: Y         OTHER: _____
MESSAGE: _____    _____
TEXT:   E-MAIL: _____
  1: BUREAU OF PROPERTY MANAGEMENT   _____
  2: _____ _____
  3: _____ _____
  4: _____ _____
  5: _____ _____

LOCATION ZONE RECORD NOT FOUND
F1=HELP  F2=SWAP  F3=CANCEL  F4=SELECTION MENU
```

- The "C" in the "MAIL CODE" column 4 indicates the second subtitle group.

- The "3" in column 5 of the MAIL CODE indicates the bureau or division, boldness of print.

- 6 - 10 indicate the sequence of the record within the subtitle.

```
NMDMD04              STATE OF ILLINOIS-COMPANY P002          01/29/01 14:02
NMOEDS04 V4.2.0/P04   CORPORATE INFORMATION DIRECTORY        ==> _____
                         INQUIRY ORGANIZATION LIST
FUNCTION: I        EFFECTIVE: 09 20 89      LAST UPDT: EMF 09-20-89 0819
NAME 1: CEN-SPRINGFIELD        STATUS: *
NAME 2: _____ ACCT UNIT: 416
NAME 3: _____ AU DESC: CEN-AP DIRECTORY ORG RECORDS
NAME 4: _____ LOCATED: LOCATION CODE NOT FOUND
ML3:      ML2:      ML1:
LOC CODE: APIL
MAIL CODE: CEND200001 ELEC MAIL: _____
PH 1: N 999 999 9999 _____ 2: ___ ___ ____ _____ 3:  ___ ___ ____ _____
  NET AUTH: _____    CABLE: _____ INTNL AC: _____
   TELEX: _____  ANSWBK: _____
  PRINT? Y/N MASTER: Y  LOCAL: Y        OTHER: _____
MESSAGE: _____    _____
TEXT:  E-MAIL: _____
 1: SPRINGFIELD                _____
 2: _____ _____
 3: _____ _____
 4: _____ _____
 5: _____ _____
LOCATION ZONE RECORD NOT FOUND
F1=HELP  F2=SWAP  F3=CANCEL  F4=SELECTION MENU
```

- The "D" in the "MAIL CODE" column 4 indicates the third subtitle group.

- The "2' in column 5 of the MAIL CODE indicates the boldness of print for agency subtitles.

- Column 6 thru 10 indicates the sequence of the subtitle.

VI. ADMINISTRATIVE PROCEDURES

A. Continuing Daily Maintenance

The MONIES Directory is uploaded to the Internet each week, both the alphabetical and departmental records. It is highly recommened to keep the directory records as current as possible.

B. Annual Update

The Proof List Report can be generated at any time based on individual user needs, and must be requested by the user through CMS Telecommunications Staff. These reports are a duplicate of the current directory listing with the exeption they are double-spaced to provide room for manual corrections.

When preparing to publish a new State of Illinois Telephone Directory, the Department of Central Management Services will send Proof List Reports to each agency several months ahead of time. This will insure the agencies have enough time to update the records for printing, to verify the AU and Location Codes exists for each physical office location for their respective Agency. Any changes, additions, deletions, for Locations Codes will be submitted to CMS Telecommunications for processing. This information must be submitted in memo form to Nancy Dieffenback, CMS Telecommunications Division, 120 W. Jefferson, Fl. 2, Springfield, Illinois 62702. Any changes, additions, deletions for an AU must be submitted to CMS Administration and Planning for processing. This information must be submitted in memo form to Norma Dennewitz, CMS Administration and Planning, 726 South College, Springfield, Illinois 62704.

A Location Code and AU are MANDATORY for each individual. If no Location Code is listed, no address will be associated with an individual. If an incorrect Location Code is listed for an individual, incorrect address information will be listed for the individual.

NOTE: A print out of all AUs and Location Codes is available for each agency to review for verification.

C. The Final Product

Samples of the output from the directory system are attached to each section for your review.

1. Statewide Directory

The **State of Illinois Telephone Directory** consists of telephone listings for state agencies, universities, boards, and commissions as well as individual employee listings for state employees. Approximately every two years a new directory is published.

1999-2000
State of Illinois
Telephone Directory

George H. Ryan Governor

Published by
Department of Central Management Services
Michael S. Schwartz Director

a). Departmental Section

Illustration of a departmental listing.

b). Individual Section

The following frame was taken from the alphabetical listing.

3. Special Reports

Currently, there are several standard reports for the directory available from CMS. If any of these reports are needed, please make the request through CMS Telecommunications Division, Nancy Diefenback, 120 West Jefferson, Fl. 2, Springfield, IL 62702.

1. Proof List Double Line Alpha List.

This report is a hardcopy list extracted from the directory database, with records sorted alphabetically by last name. This report is to be used to verify names and phone numbers of individuals within a particular agency.

2. Proof List Double Line Departmental Listing.

This report is a hardcopy list extracted from the directory database, with records sorted as they appear in the published directory. This report should be used to verify bureau/division names and phone numbers of individuals within a particular bureau/division.

3. AU reports.

Agency AU numbers with the directory description.

4. Location Code by City or by City with Address

This report lists all the three-digit codes for cities (zones), and two-digit codes for addresses (site) within a Location Code. It is possible to look up the three-digit city codes and/or two-digit address (site) codes on-line. This report is made available to users in an effort to assist them in becoming more familiar with the system.